

<b>POSITION DESCRIPTION</b>  <b>PERSONNEL DIVISION</b>	<b>AGENCY:</b> Perry County Sheriff's Office
	<b>DIVISION OR INSTITUTION</b> Communications Division
	<b>UNIT OR OFFICE</b>

<input type="checkbox"/> State Agency <input checked="" type="checkbox"/> County Agency <input type="checkbox"/> New Position <input type="checkbox"/> Change	<b>COUNTY OF EMPLOYMENT</b> Perry
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<b>USUAL WORKING TITLE OF POSITION</b> Dispatcher	<b>POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR</b>
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<b>NORMAL WORKING HOURS (Explain unusual or rotating shift)</b>	
FROM:	TO: 12AM – 8AM, 8AM – 4PM, 4PM – 12AM

**JOB DESCRIPTION AND WORKER CHARACTERISTICS**

%	JOB DUTIES IN ORDER OF IMPORTANCE	MINIMUM ACCEPTABLE CHARACTERISTICS
42%	Operates radio communications equipment to receive, transmit and monitor communications of patrol officers, firefighters, and emergency medical service units.	a, b, c, d, e
	Receives telephone calls (9-1-1, seven (7) digit business lines) and initiates response.	
	Gathering, analyzing, and reporting critical information during life-or-death situations such as crimes in progress, medical emergencies, and fire/rescue incident.	
	Administering care by providing pre-arrival medical instruction or directing callers through procedures such as CPR, childbirth, or controlling of blood loss while emergency medical services are enroute.	
	Managing communications of emergency personnel responding to incidents and assisting with incident operations during events such as active shooter and officer down responses.	
	Taking protective actions for first responders by providing life-safety information during responses such as officer down and MAYDAY calls	
	Analyzing conflicting and/or limited location information to direct first responders to the scene.	
	Negotiating with suicide callers or hostage takers.	
	Deploying to the scene of planned events, major emergencies, or ongoing incidents.	
	Types, files and retrieves information	
20%	Operates LEADS computer system to transmit, receive and input various Law Enforcement and Criminal History data.	c, e, f, g
20%	Input data into computer memory system, CAD, RMS, and other systems as appropriate.	c, g, h, i
	Maintain radio log and other related documentation	
	Assists with completion of reports.	
15%	Assists and directs the general public entering the work area.	b, c, e, g, h
2%	Receives Monies for bonds.	b,c,d,e,h,j
	Monitors behavior of male & female prisoners being held for court.	
1%	Performs other duties as required.	

## **JOB RESPONSIBILITIES**

Under general supervision:

- Gathering, analyzing, and reporting critical information during life-or-death situations such as crimes in progress, medical emergencies, and fire/rescue incidents.
- Administering care by providing pre-arrival medical instruction or directing callers through procedures such as CPR, childbirth, or controlling of blood loss while emergency medical services are enroute.
- Managing communications of emergency personnel responding to incidents and assisting with incident operations during events such as active shooter and officer down responses.
- Taking protective actions for first responders by providing life-safety information during responses such as officer down and MAYDAY calls.
- Analyzing conflicting and/or limited location information to direct first responders to the scene.
- Negotiating with suicidal callers or hostage takers.
- Deploying to the scene of planned major events, major emergencies, or ongoing incidents.
- Operates radio communications equipment to receive, transmit and monitor communications of patrol officers, firefighters, and emergency medical service units.
- Receives telephone calls and initiates response.
- Types files and retrieves information.
- Performs other related duties as required.
- Operates LEADS computer system to transmit, receive and input various Law Enforcement and Criminal History data.
- Input data into computer memory systems
- Input data into CAD, RMS and other systems as appropriate.
- Maintains radio log and other related documentation.
- Assists and directs the general public entering the work area.
- Receives money for bonds.
- Assists with completion of reports.
- Provides information.
- Monitors behavior of male & female prisoners.
- Performs other duties as required.

## **JOB REQUIREMENTS**

- 18 Years or older
- High School Diploma, GED or equivalent

## **MINIMUM ACCEPTABLE CHARACTERISTICS**

- a. Knowledge of the operation of radio console and equipment.
- b. Ability to communicate effectively.
- c. Follow detailed oral and written instructions.
- d. Handle stressful situations and take appropriate actions.
- e. Develop and maintain working relationships with associates, Law Enforcement agents, supervision and the general public.
- f. Knowledge of the operations of LEADS computer equipment.
- g. Accurately record data.
- h. Knowledge of office practices and procedures.
- i. Typing skills.
- j. Knowledge of Safety practices and procedures.
- k. Knowledge of codes and laws governing operation county jails.

**Signature of Agency Representative**

**Date**