

RADIO OPERATOR

(Competitive Class)

GENERAL STATEMENT OF DUTIES

Answer police telephone and operate police radio.

DISTINGUISHING FEATURES OF THE CLASS

Work in this class involves the responsibility of answering the police telephone, gathering specific and correct information, and operating the police radio under the direction of a supervisor. Employee works on an assigned shift and keeps simple records of police activities. Assignments are general and special instructions are received from a superior officer. Work is reviewed by inspection and discussion.

EXAMPLES OF WORK

(Illustrative only.)

Answers telephone calls to police headquarters courteously and promptly.

Relays complaints, calls, and assignments to police officers by person, telephone, or radio.

Keeps radio log and complaint sheet.

Prepares arrest reports turned in by police officers.

Prepares bail bonds that are approved and authorized by the shift commander or police chief.

Maintains simple records and personal effects of prisoners.

Performs various related duties and assignments.

NECESSARY KNOWLEDGES, SKILLS, AND ABILITIES

Some knowledge of the physical geography of the city.

Ability to observe situations objectively and to report and record them clearly and completely.

Ability to establish and maintain effective working relationships with associates and to deal courteously with the general public.

Ability to understand and carry out simple oral and written

instructions.

Ability to act quickly and calmly in emergency situations.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

Must be at least nineteen (19) years of age or older.

Must possess a valid driver's license.

Must have a high school diploma or valid certificate of equivalency issued by a state department of education.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which will be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.