

RADIO DISPATCHER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

Work in this class involves the responsibility of answering the police telephone 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. Work in this class also involves limited phases and responsibilities of law enforcement. Employees in this class are taught the fundamental and more advanced phases of police work by superior officers who closely supervise their performance.

EXAMPLES OF WORK

(Note: These examples are illustrative only and are not intended to restrict duties to those listed.)

Answers all telephone calls to police headquarters courteously and promptly;

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

Keeps radio log and complaint sheets;

Maintains simple records of radio log and related items;

Performs various like duties and assignments.

QUALIFICATION REQUIREMENTS

Must not be less than nineteen (19) years of age upon date of initial appointment;

Must have a high school diploma or its equivalent;

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered 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;

Must successfully pass civil service examination testing aptitude for beginning work in the class.

STM	10-07-74
Rev	07-21-93
	02-01-95