

POLICE 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 may also keep 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

(Note: Any one position of this class may not include all duties listed nor do listed examples include all duties which may be found in positions of this class.)

Answers all telephone calls to police headquarters courteously and promptly;

Dispatches police cruisers to emergencies;

Relays complaints, calls, and assignments to police officers in person, by telephone, or radio; keeps radio log and complaint sheet;

Prepares arrest reports turned in by police officers;

May perform other duties such as repairing parking meters;

Performs various related duties and assignments.

QUALIFICATION REQUIREMENTS

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

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

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall 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.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must not be less than eighteen(18) years of age.

Must possess a valid driver's license.

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