

**City of Alamo**  
**JOB DESCRIPTION**

<b>JOB TITLE:</b>	Dispatcher	<b>APPROVED BY CITY COMMISSION</b>
<b>DEPARTMENT:</b>	Police	<b>DATE: <u>APRIL 18, 1995</u></b>
<b>DEPT. NO.:</b>	1300	<b>SALARIED:</b>
<b>SUPERVISOR:</b>	Police Chief	<b>HOURLY: XXX</b>
<b>FULL TIME:</b>	<b>XXX</b>	<b>EXEMPT:</b>
<b>PART TIME:</b>		<b>NON-EXEMPT: XXX</b>

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**JOB SUMMARY:** Police radio dispatching work; maintaining constant radio contact with all police units; monitors and operates TCIC and NCIC systems; clerical duties and related work as required.

**ESSENTIAL JOB FUNCTIONS:** Receives complaints and request for services for the public verbally, telephone and 911 calls, dispatches police patrol forces to respond to calls and emergencies; upkeep of dispatcher's records.

**OTHER JOB FUNCTIONS:** Keeps follow-up radio contact with operating units; initiates back-up calls for police patrols, maintains radio and telephone contact with other emergency organizations.

**WORKING CONDITIONS AND PHYSICAL DEMANDS:** Works rotating shifts, weekends, holiday, inside; inside; sitting for extended periods of time, talking in two-way radio communication unit, listening/receiving information from on-duty police patrols and other agencies.

**REQUIRED EDUCATION, DEGREES, CERTIFICATES AND/OR LICENSES:** High school diploma/GED, able to attend TLETS communication school.

**EXPERIENCE, TRAINING, KNOWLEDGE AND SKILLS:** Able to deal tactfully but effectively with the general public. Learn police communication codes and radio signals; speak clear and calm, well modulated voice during emergencies; have effective working relations with fellow employees and other police agencies.

The above duties describe the chief functions of the job and are not to be considered as a detailed description of every duty of the job. I have read and do acknowledge my job description. I have also received a copy of my job description as "Dispatcher."

**ACKNOWLEDGEMENT**

As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Alamo. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management to interpret these duties and expectations.

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**Print Name**

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**Signature**

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**Date**