

**City of Alamo
JOB DESCRIPTION**

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

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 dispatchers 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”

Print Name

Signature

Date