

- Employees in this class are required to obtain certification by the National Crime Information Center (NCIC), Cardio-Pulmonary Resuscitation (CPR) and Emergency Medical Dispatcher (EMD) within six months of employment.

ESSENTIAL MENTAL & PHYSICAL FUNCTIONS:

- Ability to read and understand documents, maps, records, guidelines, etc.
- Ability to perform a number of sequential and involved operations, such as making comparisons, cross-checking, and detecting errors.
- Ability to communicate via telephone and in person - with or without accommodation
- Ability to remain calm under pressure
- Use of standard office equipment - with or without accommodation
- Use of hands to perform data entry – with or without accommodation
- Ability to bend and lift objects up to 10 lbs
- Ability to sit for extended periods of time
- Working conditions are those usually found in indoor office settings; however, mental strain may become excessive at times due to stressful calls and/or long overnight hours.
 - Frequent data input creates risk of repetitive motion injury (standard protections in place)
- Must maintain regular and acceptable attendance at determined by the supervisor

Additional possible duties for Dispatcher II:

- Update Computer Aided Dispatch (CAD) and other electronic media as required.
- Train new employees on correct dispatch procedures, CAD and mapping.
- Review SOPs, paging procedures, and correct formats for teletype inquiries.
- Assist with developing, implementing, presenting, scheduling, and tracking of training for communications center staff; ensure all certifications remain current.

The employing department may substitute directly related work experience or education for minimum qualification requirements in written justification.

(Employee)

(Date)

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.