

Town of Mammoth

POLICE DISPATCHER JOB DESCRIPTION

GENERAL DESCRIPTION OF RESPONSIBILITIES – Receives and transmits emergency and administrative messages over a combined police, fire and medical communications systems.

EXAMPLES OF DUTIES –

- Plans, organizes and performs work according to standardized procedures.
- Receives telephone, radio calls and mechanical alarm signals for police, fire or medical emergency services.
- Enters information into Crime Star and ACJIS system.
- Retrieves information for dispatch from ACJIS System.
- Dispatches police vehicles by radio, receives and transmits orders and instructions using appropriate code language to police officers at the scene of an emergency.
- Coordinates with Patrol Sergeant, dispatching of back-up units.
- Coordinates radio communication with State and other local Police Departments as needed.
- Receives fire emergency calls, or fire security system signal, sounds alarm and monitors equipment responding by radio.
- Dispatches police vehicle to emergency medical calls, notifies ambulance service to respond as needed.
- Receives and transmits information from state motor vehicle files to patrol officers.
- Reports major criminal or emergency calls to Chief of Police or Officer in Charge.
- Enters data into computer system for records keeping.
- Retrieves data from computer system and assists in preparation of court information files and case incident reports and prepares files and records.
- Maintains daily log, wrecker rotation log and security systems files.
- Responds to after-hour informational calls for town departments.
- Performs related administrative-clerical duties as required.

SUPERVISION RECEIVED - Works under the general supervision of the Dispatch Supervisor and Chief of Police or his designee.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES –Ability to verbally communicate effectively under stressful conditions. Ability to type. Ability to operate basic computer system.

EDUCATION, EXPERIENCE AND TRAINING – Graduation from High School or its equivalent.

SPECIAL REQUIREMENTS –A background investigation may be made on each of the final candidates. Six (6) months.

HOURLY RATE – \$13.00