

De Witt County Sheriff's Office

Job Description

Job Title: Communications Officer
Reports To: Communications Captain
Employee Name:
Pay Grade: Communications

Division: Communications
FLSA Status: Nonexempt
Employee #:
Prepare By: DCSO

SUMMARY

This position requires a thorough working knowledge of dispatch and communications procedures. The individual has daily contact with the public, operates radio equipment, dispatches 911 calls and maintains communication records. May assist Communications Supervisor with validations and operation of Dictaphone equipment.

SUPERVISION RECEIVED

Works under the general supervision of the Communications Captain.

SUPERVISION EXERCISED

None generally.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Duties include the following:

1. Monitor all radio channels on console, dispatch officers and emergency units to calls as received via radio, telephone, and 911.
2. Dispatch or page Animal Control Officer.
3. Use TLETS II for driver's license, vehicle wanted or stolen inquires, and criminal history information, advising requesting officer of returns.
4. Enter and delete stolen and juvenile runaway information into computer.
5. Keep records of Officers' time, places and activities.
6. Assist other agencies with confirmation or information.
7. Performs all other related duties as assigned or as apparent.
8. Ability to get along with other employees and the public.
9. May be required to wear department issued uniform.

Note: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position and is assigned by the supervisor.

MANDATORY QUALIFICATIONS:

EDUCATION and/or EXPERIENCE

High school diploma or equivalent is required. The individual should possess a thorough knowledge of communications procedures and practices. One (1) year of experience in dispatch operations and TLETS II Certification is desirable.

CERTIFICATES, LICENSES, REGISTRATIONS

Must be able to meet the Texas Commission on Law Enforcement Officers Standards (TCLEOSE) and Department requirements for psychological and medical examinations.

DESIRED MINIMUM QUALIFICATIONS:

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS AND ABILITIES

Other specialized job requirements include Teletype skills, computer skills, and telephone answering skills.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests might be required.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is this a contract for employment.

SIGNATURE / APPROVAL

Employee _____

Date _____

Immediate Supervisor _____

Date _____

Sheriff _____

Date _____