

EMPLOYMENT
OPPORTUNITY

June 21, 2010

PUBLIC SAFETY TELECOMMUNICATOR I

Police Department

Starting Pay Range: \$12.515 - \$16.270, plus excellent benefits

Performs responsible technical work on an assigned shift dispatching public safety, emergency services and other personnel usually in response to emergency situations; does related work as required. Work is performed under the regular supervision of the Communications Supervisor.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

- Receives calls for services, dispatches personnel and equipment, maintains records, files and logs; enters data, prepares reports.
- Answers all incoming telephones through administrative and emergency phone lines;
- Determines the nature of the call;
- Operates phone line for the hearing impaired;
- Enters the call into the Computer Aided Dispatch (CAD) system and dispatches the personnel and equipment;
- Monitors separate radio frequencies; Handles paging for police, fire and special units;
- Operates DCI computer to communicate with other law enforcement agencies throughout the state and nation; Enters, clears, cancels and modifies stolen items and wanted or missing persons;
- Maintains wrecker logs to keep track of towed vehicles;
- Maintains logs on public works problems such as holes in the street, water leaks, traffic control signals that malfunction etc.;
- Maintains logs on long distance phone calls originating from the communication center;
- Issues case numbers for police reports when requested by officers;
- Fills out daily report sheet for communication center activity for the shift;
- Performs related tasks as required.

QUALIFICATIONS

- Any combination of education and experience equivalent to graduation from high school
- General knowledge of the methods of operating two-way communications systems; general knowledge of radio code system and teletype procedures;
- general knowledge of the geography of the city and location of important buildings;
- Ability to type at a reasonable rate of speed;
- Ability to speak distinctly;
- Ability to deal with the public under stressful conditions and remain calm;
- Ability to operate standard office, data entry and computer equipment and communication consoles;
- Ability to establish and maintain effective working relationships with associates and the general public.
- Ability to obtain DCI and SBI certifications.

Physical Requirements

Requires the ability to exert up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects. Work requires stooping, kneeling, crouching, reaching, fingering, grasping, feeling, and repetitive motions. Vocal communication is required to convey detailed or important instructions to others accurately, loudly, or quickly. Hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, and operating machines; determining the accuracy and thoroughness of work, and observing general surroundings and activities. The worker is not subject to adverse environmental conditions.

Closing Date

Applications will be taken at the Employment Security Commission, 103 W. Center Street Extension, until filled.

The City of Lexington does not discriminate on the basis of race, color, national origin, age, religion, sex, and non-disqualifying disability in employment or the provision of services.

Applicants offered employment will be asked to participate in a drug and alcohol screening.