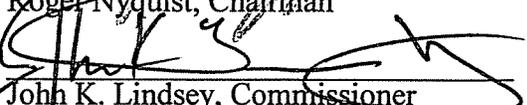


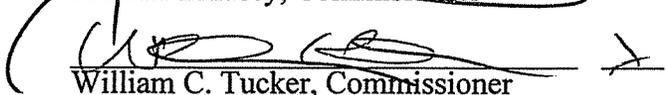
1 Resolved this 5th day of March, 2019.

2 LINN COUNTY BOARD OF COMMISSIONERS

3 YES NO

4  X
5 Roger Nyquist, Chairman

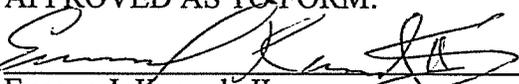
6  X
7 John K. Lindsey, Commissioner

8  X
9 William C. Tucker, Commissioner

10 APPROVED AS TO CONTENT:

11 
12 Ralph E. Wyatt, Linn County
Administrative Officer

APPROVED AS TO FORM:

13 
14 Eugene J. Karandy II
15 County Attorney for Linn County



LINN COUNTY CLASSIFICATION

TITLE: COMMUNICATIONS DISPATCHER

NUMBER: 679

APPROVAL ORDER NUMBER: 2019-064

PAY RANGE: 51

DATE: MARCH 5, 2019

CATEGORY: DSA

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Responsible for performing fast, efficient and accurate receiving and dispatching of calls and messages from and to public safety units and personnel in the field. Duties involve the operation of complex communications equipment including microprocessor controlled radio and telephone control consoles and computer terminals to dispatch emergency public safety units as requested or necessary.

SUPERVISION RECEIVED: Work is performed under supervision of the Communications Supervisor and Lead Dispatcher and performance is evaluated by the Lead Dispatcher through observation, periodic monitoring and the review of activity records.

SUPERVISION EXERCISED: Supervision is not normally a responsibility of positions in this class.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Operate radio and telephone control consoles in dispatching public safety resources and routing of other emergency calls to the appropriate agencies.
 - a. Receive emergency call information; dispatch call to appropriate units or departments; maintain information on units activities; access computer terminals to obtain, transmit and record information such as vehicle license numbers, drivers information, warrants and stolen vehicle information; enter record information via computer terminal; maintain status of equipment to maintain control and record the activity of the dispatched units.
 - b. Relay and receive information from other public safety organizations; notify other service agencies such as road maintenance, public works, signal and light maintenance and animal control.
 - c. Facilitate coordination of Communications Center services; provide and receive information on emergencies dispatched to and from co-workers.
2. Maintain accurate record of information and calls received or dispatched. Enter information into computer terminal as required.
3. Report to Lead Dispatcher the need for radio, telephone or equipment repairs.
4. Study and maintain familiarity with major roads, streets, industrial plants, public buildings and the general geographic locations of cities, towns and landmarks of Linn County.

5. Maintain record of time and nature of unusual or significant events, and other pertinent information facilitating efficient communication dispatching.
6. Develop and maintain effective, harmonious and reasonable work relationships with others.
7. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: The classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Knowledge of techniques, procedures and methods used in the operation of a Public Safety Communications Center and the dispatching process, including two-way radio, computer terminal and multi-line telecommunications equipment commonly used in public safety dispatching. Knowledge of the terminology and procedures used by police, fire, ambulance and other emergency services in communications dispatching. Knowledge of the function of other public service agencies and community agencies available in the area of emergency services.

Ability to make prompt and appropriate decisions based on available information. Ability to dispatch public safety equipment in a quick and efficient manner. Ability to relay information exactly as received. Ability to react quickly, efficiently and calmly in an emergency situation and to adopt an effective course of action. Ability to speak clearly and distinctly in a well modulated and pleasant voice. Ability to understand and follow verbal and written instruction. Ability to deal tactfully with the general public, co-workers and others with whom they come into contact in the performance of duties.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a senior high school or possession of the equivalent GED Certificate. Previous experience in the operation of computer terminals and complex telephone systems or previous experience in a public safety communications agency, with preference given for experience in both areas; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Be a citizen of the United States. Be 18 years of age or older. Be of good moral fitness, as determined by a thorough background investigation. Be free of any conviction for any felony; any misdemeanor involving violent behavior; or unlawful use, possession, delivery, or manufacture of a controlled substance, narcotic or dangerous drug. Pass a written and oral interview as prescribed by the

Sheriff's Office. Be willing to work weekends, holidays, varying shifts and extra hours. Must pass a comprehensive psychological examination. Acquire and maintain the following certifications within one year of appointment: Law Enforcement Data System (LEDS) Certification, Emergency Medical Dispatch and Telecommunicator Certification. Must possess and maintain a valid First Aid and CPR card. Must reside in Linn County or be willing to relocate if hired.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office and is essentially sedentary in nature. Work requirements include the ability to see, talk and hear; sit for long periods of time, use hands to finger, handle or operate objects or controls, reach with hands and arms and lift or move thirty (30) pounds.

