

JOB RESPONSIBILITIES

Under general supervision:

- Gathering, analyzing, and reporting critical information during life-or-death situations such as crimes in progress, medical emergencies, and fire/rescue incidents.
- Administering care by providing pre-arrival medical instruction or directing callers through procedures such as CPR, childbirth, or controlling of blood loss while emergency medical services are enroute.
- Managing communications of emergency personnel responding to incidents and assisting with incident operations during events such as active shooter and officer down responses.
- Taking protective actions for first responders by providing life-safety information during responses such as officer down and MAYDAY calls.
- Analyzing conflicting and/or limited location information to direct first responders to the scene.
- Negotiating with suicidal callers or hostage takers.
- Deploying to the scene of planned major events, major emergencies, or ongoing incidents.
- Operates radio communications equipment to receive, transmit and monitor communications of patrol officers, firefighters, and emergency medical service units.
- Receives telephone calls and initiates response.
- Types files and retrieves information.
- Performs other related duties as required.
- Operates LEADS computer system to transmit, receive and input various Law Enforcement and Criminal History data.
- Input data into computer memory systems
- Input data into CAD, RMS and other systems as appropriate.
- Maintains radio log and other related documentation.
- Assists and directs the general public entering the work area.
- Receives money for bonds.
- Assists with completion of reports.
- Provides information.
- Monitors behavior of male & female prisoners.
- Performs other duties as required.

JOB REQUIREMENTS

- 18 Years or older
- High School Diploma, GED or equivalent

MINIMUM ACCEPTABLE CHARACTERISTICS

- a. Knowledge of the operation of radio console and equipment.
- b. Ability to communicate effectively.
- c. Follow detailed oral and written instructions.
- d. Handle stressful situations and take appropriate actions.
- e. Develop and maintain working relationships with associates, Law Enforcement agents, supervision and the general public.
- f. Knowledge of the operations of LEADS computer equipment.
- g. Accurately record data.
- h. Knowledge of office practices and procedures.
- i. Typing skills.
- j. Knowledge of Safety practices and procedures.
- k. Knowledge of codes and laws governing operation county jails.

Signature of Agency Representative

Date