

City of Tusculmbia

Position of Job Description

POSITION TITLE: Dispatcher

APPROVED BY: Chief Logan

REPORTS TO: Communications Officer
Or Shift Supervisor

DATE APPROVED:

DEPARTMENT: Police

ANNUAL SALARY:

POSITION PURPOSE

Under the supervision of the Communications Officer or Shift Supervisor, is responsible for the operation of Communication System used by the Police Department, and performs other duties relating to police matters as assigned.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. Receives complaints from the public concerning crimes and police emergencies; broadcasts messages to police radio patrol units in vicinity to investigate complaints; and relays messages or questions from remote units.
2. Records calls, broadcasts, and complaints received.
3. May coordinate police, fire, ambulance and other emergency requests relaying messages to radio unit concerned.
4. Receives calls of utility failure and reports calls to service personnel on duty.
5. Answers telephones, relays messages and/or routes calls to proper persons.
6. Type reports, messages, etc., as required.
7. Operates all communication equipment located in the Police Department Communication Room.
8. Performs other duties as required or assigned.

PERFORMANCE MEASUREMENTS

1. Adheres to city policy and procedures.
 2. Must be courteous and efficient.
 3. Establishes and maintains effective working relationships with others in working toward common goals. Contributes to a work atmosphere conducive to team development. Shares information, expertise and resources with others.
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QUALIFICATIONS

1. Must be a high school graduate or have received GED.
2. Must be 21 years of age.

Prepared by:

Chief Anthony Logan,
Department Head

Approved by:

Billy S. Shoemaker,
Mayor