

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:

Radio Dispatcher

SERIES NO.:

5244

MAJOR AGENCIES:

Mental Health

EFFECTIVE DATE:

02/26/2012

SERIES PURPOSE:

The purpose of the radio dispatcher occupation is to dispatch institution &/or community personnel through the operation of radio community equipment.

This series does not include employees who do not dispatch employees but only sound alarms or code systems.

CLASS TITLE:

Radio Dispatcher

CLASS NUMBER:

52441

EFFECTIVE DATE:

03/26/1990

CLASS CONCEPT:

The full performance level class works under general supervision & requires working knowledge of telephone & radio communication techniques in order to dispatch institution personnel.

CLASS TITLE: Radio Dispatcher	CLASS NUMBER: 52441	BARGAINING UNIT: 09
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EFFECTIVE DATE:

03/26/1990

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Operates radio communication equipment to dispatch institution personnel (e.g., police officers, nurses, ambulance drivers, doctors).

Operates P.B.X. or telephone equipment to answer incoming calls & place calls (e.g., local & long distance) for staff & patients, takes messages & alerts staff of emergency situations.

Maintains various logs & records regarding staff & patient movement & activities as well as own work performed, issues & checks in keys, distributes pagers, monitors various alarms (e.g., fire, pharmacy, freezer, weather).

MAJOR WORKER CHARACTERISTICS:

Knowledge of Federal Communications Commission rules & regulations*. Skill in operation of communication equipment (e.g., radio transmitter & receiver)*; operation of telephone switchboard*. Ability to apply principles to solve practical, everyday problems; express oneself orally & speak distinctly over radio & telephone; gather, collate & classify information about data, people or things; move limbs/fingers easily to perform manual functions repeatedly.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education that includes reading, writing & speaking English.

-Or equivalent of Minimum Class Qualification For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May work weekends; confined to work station for long periods of time.