NEW AUG 0 2 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Communication Technician 1	CODE: 52411C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from higher level communication technician, operates base station communication equipment or performs semi-technical computer operation functions in connection with Ohio Law Enforcement Automated Data System (LEADS);

PERFORMS RELATED DUTIES AS REQUIRED.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	9-19	Operates radio-telephone & teletype equipment at base station.	Knowledge of (1) safety practices*, (2) police methods & procedures*, (3) Federal Communications Commission rules & regulations*; skill in (4) operating radio equipment*; ability to (5) deal with problems involving few variables in familiar context, (6) work alone, (7) physical fitness, (8) express self orally & in writing, (9) think & act promptly in emergencies.
2	13-23	Receives & records telephone calls; takes necessary action.	Knowledge of 2*, (10) public relations*, (11) government structure & process*; ability to 8, 9, (12) apply principles to solve practical, everyday problems, (13) copy records precisely without error, (14) handle sensitive telephone & face to face inquiries.
3	26-46	Operates computerized telecommunication equipment at automated data system control room or district headquarters; monitors computer operations & transmits messages.	Knowledge of (15) computer programming; skill in (16) typing, (17) operating computer terminal*, (18) electronic equipment*; ability to 5, 8, 9 & 12.
4	1-7	Assists public by providing information, directions, first-aid, or emergency assistance.	Knowledge of 1*, 2*, 10*, & 11*; ability to 5, 8, 9 & 14.

(416) 123 1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*	TRAINING & DEVELOPMENT:
May work rotating shifts.		

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FUNCTION:

- PERFORMS RELATED DUTIES AS REQUIRED.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
5	13-23	Assists &/or coordinates activity between posts, districts & other agencies with technical problems involving communications & telecommunications terminal operations.	Knowledge of 1*, 2*, 10*, 11*; skill in 4*, 18*; ability to 5, 8, & (19) cooperate with co-workers.
6	7-13	Keeps radio, teletype, & other required records & logs.	Knowledge of 3* & 10*; ability to 5, 8, & 13.

123: 1-7-17 (417)

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*	TRAINING & DEVELOPMENT:

FORM ADM-4134

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Communication Technician 1	52411C