NEW AUG 0 2 1997

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Radio Dispatcher	CODE: 52441C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from radio dispatcher supervisor, office manager or other communications supervisor, receives & transmits radio communications to dispatch personnel &/or equipment or receives & transmits messages by using radio, telephone, teletype &/or telecommunication computer terminal & maintains logs & records;

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	33-53	Receives & transmits radio communications to dispatch personnel &/or equipment, or receives & transmits messages by radio, telephone or teletype in reference to criminal record checks, agent requests, agent location, or receives & transmits messages for bureau during non-office hours to contact appropriate personnel as needed.	Knowledge of (1) Federal Communications Commission rules & regulations*, (2) law enforcement procedures & techniques applicable to assigned duties*; skill in operation of (3) communication equipment (e.g., radio transmitter & receivers, teletype, computer terminal, video display terminal, telephone, Demension 2000 Console)*; ability to (4) express oneself orally & in writing, (5) add, subtract, multiply & divide whole numbers, (6) complete routine forms, (7) answer routine inquiries from public.
2	30-36	Provides information when requested & routes & records all telephone calls; operates paging system, emergency alert system, receives & routes all internal & external hospital communications & follows procedures to contact appropriate hospital personnel &/or agencies; responds to requests for criminal records & checks & disseminates information to law enforcement agencies via radio & teletype.	Knowledge of 1*, 2*; skill in 3*; ability to 4, 5, 6, 7, (8) gather, collate & classify information about data, people or things.

(426)

123: 1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Ability to calculate fractions, decimals & percentages & to read & write common vocabulary.	TRAINING & DEVELOPMENT:

NEW AUG 0 2 [illegible]

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
3	16-22	Maintains radio & unusual incident log, sick call-in log, log on criminal record &/or agent requests; maintains emergency call roster for all personnel needed for emergencies during & after working hours, monitors all emergency alarms & security systems making immediate contact with appropriate agency (e.g., police, ambulance, fire department, coroner) & issues & checks in keys; performs building security duties, makes security checks & maintains security log; files correspondence & reports, teletypes & prepares &/or types reports & correspondence.	Knowledge of 1*, 2*; skill in 3*; ability to 4, 5, 8, (9) maintain accurate records, (10) work alone on most tasks.
4	2-8	Greets & assists visitors & provides liaison service to area communities & other public service agencies; receives & records admissions &/or evidence submitted after normal work hours.	Knowledge of 1*, 2*; ability to 4, 6, 7.

123:1-7-17 (427)

*Developed after employment

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