OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Radio Dispatcher Supervisor	CODE: 52445C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from office manager or higher-level supervisor, coordinates & schedules radio communication operations for law enforcement, security or transportation facilities, receives & transmits communications dispatching personnel, equipment &/or information by radio, telephone or teletype, maintains daily log of communications received & transmitted & trains & supervises lower-level radio dispatchers;

PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1 (428)	43-53	Coordinates & schedules radio communications operations (e.g., dispatches personnel & equipment for highway maintenance, safety & repair, or dispatches personnel & equipment for police officers, forensic & maintenance area staff, or receives & transmits messages by radio or teletype in reference to criminal record checks or agent requests) & has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees (i.e., lower-level radio dispatchers), to responsibly direct them, to adjust their grievances, or to effectively recommend such action, with all of preceding requiring independent judgement.	Knowledge of (1) Federal Communications Commission rules & regulations, (2) law enforcement procedures & techniques applicable to assigned duties*, (3) supervision*; skill in (4) operation of communication equipment (e.g., radio transmitter & receiver, teletype); ability to (5) express oneself orally & in writing, (6) add, subtract, multiply & divide whole numbers, (7) complete routine forms, (8) establish friendly atmosphere as supervisor.
2 123:1-7-17	24-30	Receives, routes & records all phone calls; operates teletype receiving & transmitting messages & maintains daily log & file on teletype activity; operates paging system, emergency alert system & receives & routes internal & external hospital communications; responds to requests for criminal records & checks & dispatches information to law enforcement agencies via radio or teletype.	Knowledge of 1, 2*; skill in 4; ability to 5, 6, 7, (9) gather, collate & classify information about data, people or things, (10) answer routine inquiries from public.

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Ability to calculate fractions, decimals & percentages & to read & write common vocabulary plus: 300 hrs. training in Federal Communications Commission rules & regulations (or 3 mos. exp.); 300 hrs. training in operation of communication equipment (e.g., radio transmitter & receiver, teletype) (or 3 mos. exp.); or equivalent.

TRAINING & DEVELOPMENT

NEW AUG 0 2 1987

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
3	15-25	Maintains communication logs, prepares reports & correspondence, prepares time sheets, takes inventory of radio parts & equipment; prepares required monthly reports; makes security checks & maintains security log; receives & checks in evidence submitted by law enforcement agencies after normal business hours.	Knowledge of 2*; skill in 4; ability to 5, 6, 9, (11) maintain accurate records.
4	2-8	Trains lower-level radio dispatching personnel in teletype & radio operations & instructs on policies & procedures to be followed.	Knowledge of 1, 2, 3*, (12) employee training & development; skill in 4; ability to 5, 7, 8.

*Developed after employment

123:1-7-17 (429)

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