

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:

Radio Dispatcher

SERIES NO.:

5244AG

MAJOR AGENCIES:

Attorney General only

EFFECT. DATE:

6/21/1987

SERIES PURPOSE:

The purpose of the radio dispatcher occupation is to receive & transmit messages using radio, telephone &/or teletype communication equipment.

CLASS TITLE:

Radio Dispatcher

CLASS NUMBER:

52440AG

EFFECTIVE DATE:

06/21/1987

CLASS CONCEPT:

The full performance level works under general supervision & requires considerable knowledge of law enforcement radio, telephone & teletype communication equipment operation techniques in order to receive & transmit messages in reference to criminal record checks, agent requests &/or agent location.

CLASS TITLE: Radio Dispatcher	CLASS NUMBER: 52440AG	BARGAINING UNIT: 046
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EFFECTIVE DATE:

06/21/1987

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.)

Receives & transmits, at state &/or national level, messages by radio, telephone &/or teletype communication equipment in reference to criminal record checks, agent requests &/or agent location.

Manually searches name index files & operates video display terminal for request of records, pulls criminal history files on identified requests & transmits findings of search by video display terminal or orally to inquiring agency.

Receives & records telephone calls & carries out necessary action to comply to calls, (i.e., relays messages; performs record checks); maintains daily log of all teletype received & transmitted & criminal record or agent requests; performs building security duties

MAJOR WORKER CHARACTERISTICS:

Knowledge of Federal Communication Commission rules & regulations*; law enforcement procedures & techniques applicable to assigned duties*. Skill in operation of communication equipment (e.g., radio transmitter & receiver, teletype, computer terminal, video display terminal, telephone)*. Ability to express oneself orally & in writing; add, subtract, multiply & divide whole numbers; complete routine forms; answer routine inquiries from public; gather collate & classify information about data, people or things; maintain accurate records; work alone on most tasks.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

4 months training &/or experience as radio dispatcher handling like duties for law enforcement agency.

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

May work rotating shifts; may work alone; essential employees.