<table>
<thead>
<tr>
<th>State of Ohio (DAS)</th>
<th>Classification Series:</th>
<th>Series No.:</th>
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<tbody>
<tr>
<td>Radio Dispatcher</td>
<td>5244</td>
<td></td>
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<tr>
<td>Major Agencies:</td>
<td>Mental Health</td>
<td></td>
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<td>EFFECTIVE DATE:</td>
<td>02/26/2012</td>
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**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.

<table>
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<tr>
<th>Class Title:</th>
<th>Class Number:</th>
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<tr>
<td>Radio Dispatcher</td>
<td>52441</td>
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**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

**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.