

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:
Highway Patrol Communication Technician

SERIES NO.:
5245

MAJOR AGENCIES:
Public Safety – State Highway Patrol

EFFECTIVE DATE:
06/23/2019

SERIES PURPOSE:

The purpose of the highway patrol communication technician occupation is to coordinate radio communications between highway patrol officers & the highway patrol communications center in order to maintain a communications network for the highway patrol officers.

At the full performance level, incumbents operate local components of Law Enforcement Automated Data Systems (i.e. LEADS) & two-way radios & other telecommunication equipment.

JOB TITLE

Highway Patrol Communications Technician

JOB CODE

52451

PAY GRADE

09

EFFECTIVE

06/23/2019

CLASS CONCEPT:

The full performance level class works under general direction & requires working knowledge of radio communications in order to coordinate radio communications between state highway patrol officers & state highway patrol post.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Highway Patrol Communication Technician	52451	01	06/23/2019	09

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.)

Coordinates radio communications between state highway patrol officers & state highway patrol post through operation of local component of Law Enforcement Automated Data System (i.e. national information computer system designed to maintain records of criminal activity, warrants outstanding, license information & other violations) for use by agency users (e.g., highway patrol uniformed officers & other LEADS terminals with district), issues computer commands to rectify problems (e.g., errors in information, equipment malfunction), operates two-way radio, & other teletype communication equipment & receives, transmits & responds to inquiries & requests (e.g., weather conditions, traffic violations, law enforcement assistance) from general public, in-person &/or by telephone.

Monitors system circuits to check for proper usage by outside agency users (e.g., county, sheriff, city, township or village) of LEADS & responds to terminal operators regarding technical problems.

Participates in relaying information from local LEADS users & National Law Enforcement Teletype Systems; obtains information for local users; maintains LEADS files; maintains logs of radio, phone, daily activity, incidents & all other control room communication.

MAJOR WORKER CHARACTERISTICS:

Knowledge of rules & guidelines pertaining to Law Enforcement Automated Data Systems operations*; federal communications commission rules & regulations*; Ohio Revised Code applicable to operations carried out by the department (e.g., Chapters 45 & 55)*, office practices & procedures; safety practices; public relations; human relations; interviewing. Skill in operation of LEADS computer system*; operation of teletype communication & two-way radio equipment; operation of office equipment (e.g. personal computer, photocopier, facsimile, multi-line telephone, calculator); typing; word-processing. Ability to calculate fractions, percentages, & decimals; carry out, explain, interpret, coordinate & enforce existing intra-unit policy & methods in large organization unit or agency, deal with problems involving few variables within familiar context; work alone on most projects; apply principles to solve practical, everyday problems; handle sensitive telephone, radio & terminal inquiries; handle emergency situations with highway patrol staff; recognize unusual or threatening conditions & take appropriate action; maintain accurate records; gather collate & classify information about data, people or things.

(*)Developed after employment.

COMPETENCIES

Documenting/Recording Information
Getting Information
Interacting with Computers

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes fractions, percentages & decimals & in reading, writing & speaking common English vocabulary; 6 mos. trg. or 6 mos. exp. in typing; 6 mos. trg. or 6 mos. exp. in computer operations; 3 mos. trg. or 3 mos. exp. in customer service; 1 mo. trg. or 1 mo. exp. in operation of telecommunication & two-way radio equipment.

-Or equivalent of Minimum Class Qualification for Employment noted above.

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

Must obtain LEADS Certification/CPR & AED/CCH.

UNUSUAL WORKING CONDITIONS:

May work rotating shifts, weekends & holidays.