

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:

Radio Operator

SERIES NO.:

5243

MAJOR AGENCIES:

Natural Resources, Public Safety, Transportation

EFFECTIVE DATE

11/22/1998

SERIES PURPOSE

The purpose of the radio operator occupation is to operate two-way base radio & related communication equipment to receive & transmit messages for users.

CLASS TITLE

Radio Operator

CLASS NUMBER:

52431

EFFECTIVE DATE

11/22/1998

CLASS CONCEPT:

The full performance level class works under general direction & requires considerable knowledge of department & Federal Communications Commission (i.e., FCC) rules & regulations governing communication equipment operation in order to operate two-way base radio & related equipment to receive & transmit messages for users & maintain logs/documentation regarding calls transmitted & received in accordance with rules & regulations of FCC.

CLASS TITLE Radio Operator	CLASS NUMBER: 52431	BARGAINING UNIT: 09
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EFFECTIVE DATE:

11/22/1998

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 &/or related equipment (e.g., teletype; telephone; Law Enforcement Automated Data System [i.e. LEADS]) to receive & transmit messages to & from appropriate section, personnel or party.

Prepares, maintains & oversees preparation & maintenance of logs regarding items & calls transmitted & received & other work related documentation (e.g., weather & road reports; equipment down reports; arrest cards; correspondence regarding Federal Communications Commission rules & regulations); monitors security cameras & alarm systems.

Performs various miscellaneous tasks (e.g., checks locks on gates & doors after business hours; routes mail; cleans work area; monitors keys).

MAJOR WORKER CHARACTERISTICS:

Knowledge of department & Federal Communications Commission rules & regulations governing communication equipment operation*. Skill in operation of communication equipment (e.g., radio, teletype, law enforcement automated data systems*; operation of typewriter. Ability to understand system of procedures; understand technical manuals & verbal instructions; code items according to established methods; maintain accurate records; prepare accurate reports; gather, collate & classify information about data, people or things; deal with problems involving few variables within familiar context.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

3 mos. trg. or 3 mos. exp. in typing.

NOTE: In Department of Natural Resources & Department of Public Safety, selected applicant must successfully pass department background investigation prior to employment.

-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 rotating shifts; may be on 24 hr. call.