

**Job Title:** Patrol Communications Technician (911 Dispatcher)

**Bargaining Unit:** Fraternal Order of Police Ohio Labor Council

**Hours of Work:** Full time, holidays and weekends  
2<sup>nd</sup> shift and 3<sup>rd</sup> shift positions

**Rate of Pay:** Starting Salary: \$18.92 hr.

### **Job Duties**

- Receives and transmits radio communications, dispatches personnel, and responds to requests and provides assistance as needed.
- Operates computerized telecommunication equipment at the communications control room, monitors communications systems and transmits messages.
- Assists public by responding to emergency calls, provides first-aid directions and other emergency assistance.
- Routes and logs all telephone calls, disseminates information to deputies, law enforcement agencies, and fire and emergency personnel.
- Other duties as may be assigned.

### **Knowledge Skills and Abilities**

Knowledge of law enforcement procedures applicable to assigned duties. Skill in operation of communication equipment, including radio, teletype and computer. Ability to define problems, collect data, establish facts and draw valid conclusions; express oneself orally and speak distinctly over radio and telephone; record and maintain accurate records; and think and act promptly in emergencies.

### **Minimum Characteristics**

Must be 18 years of age, have a legal right to work in the U.S., and have a high school diploma or GED. Must pass drug screen and background check. **Must pass Communications video test. Must type 35 wpm.**