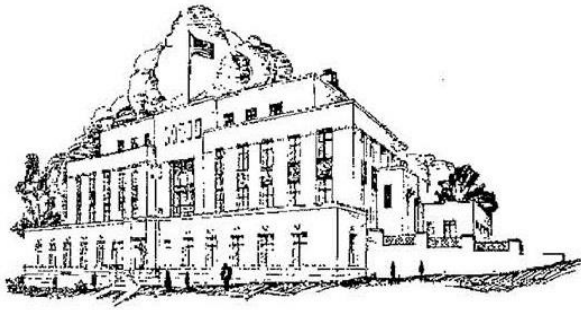


Archie Roybal
Sheriff



Shawn Kelley
Undersheriff

Captain Debra Bisceglia
Jail Administrator

JOB TITLE:	DISPATCHER
DEPARTMENT/GROUP:	Carbon County Sheriff's Office
LOCATION:	Carbon County Jail and Communication Center
OVERALL FUNCTIONS:	
Operates various forms of communication devices and is responsible for obtaining accurate information from a reporting party, computer, or other source, and relaying that information concisely and accurately to the peace officer or other official in the field.	
NATURE AND SCOPE OF JOB	
One (1) of Eight (8) dispatch staff reporting to the Undersheriff	
SPECIFIC RESPONSIBILITIES AND DUTIES	PRIORITY VALUES
<p>COMMUNICATION CENTER/DISPATCH</p> <ul style="list-style-type: none"> Communicates effectively and coherently over law enforcement multi-channel radios while initiating and responding to multiple radio communications. Answers phone calls, including 911 calls, for service and administrative phone lines. Gathers information and prioritizes calls to relay information to field officers or support personnel as appropriate. Stays aware of location of all officers and employees in offices or out on the street. Performs dispatcher duties for Ambulance, Fire Department, etc. Completes daily and weekly test pages as needed. Monitors commercial/private alarms and panic button and dispatches appropriate staff. 	<input type="checkbox"/>
<p>COMMUNICATIONS CENTER/ADMINISTRATIVE DUTIES/REPORT</p> <ul style="list-style-type: none"> Gathers and compiles information from various computer files to aid in investigations, as required by law enforcement personnel. Maintains dispatcher log. Makes accurate and timely entries and updates of articles, vehicles, and persons into National Crime Information Computer. Maintains proper records for criminal history requests and disseminations, local arrests, and tickets, and calls for service and radio logs. Maintains files of documents. Follows all procedures and policies established by the Sheriff. Maintains library of appropriate manuals to aid the field officers. <ul style="list-style-type: none"> Directories Maps 	<input type="checkbox"/>
<p>SECURITY</p> <ul style="list-style-type: none"> Monitors alarms and dispatches appropriate personnel. Ensures external security of the Sheriff's Office and Jail through use of monitors. 	<input type="checkbox"/>

CERTIFICATIONS

- Maintains P.O.S.T. Certification
- Maintains C.P.R./Basic First Aid Certification
- Maintains E.M.D. Certification

PUBLIC RELATIONS

- Greets the public in a friendly, helpful and professional manner on the telephone, radio network and in person.
- Maintains confidentiality on all official business.
- Professionally relates to Emergency staff and the public to coordinate and expeditious solution to the called in situation.

MISCELLANEOUS DUTIES

- Alarms
 - Panic buttons or intrusion alarms – dispatches Patrol Officer to appropriate location.

BACK-UP DUTIES

- Backs up other Dispatchers as necessary
- Subject to Call Out
- Subject to On Call

TOTAL
PRIORITY
VALUES

= 100

*** NOTE: Only minimum duties are listed. Other responsibilities may be required as requested by Sheriff.**
**** NOTE: Higher "Priority Values" are priority tasks requiring greater skill emphasis compared to lower "Priority Values". Higher "Priority Values" do not necessarily equate to a greater amount of time spent on those tasks.**

† NOTE: These are tasks that the Sheriff has determined are non-essential.

Position Description Approved By:		Date:	
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I HAVE READ AND UNDERSTAND THESE RESPONSIBILITIES

Employee Signature		Date:	
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