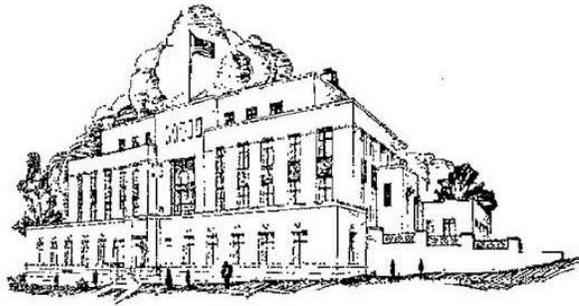


**Archie Roybal**  
Sheriff



**Shawn Kelley**  
Undersheriff

**Captain Debra Bisceglia**  
Jail Administrator

<b>JOB TITLE:</b>	<b>DISPATCHER</b>
<b>DEPARTMENT/GROUP:</b>	Carbon County Sheriff's Office
<b>LOCATION:</b>	Carbon County Jail and Communication Center
<b>DESIRED MINIMUM QUALIFICATIONS:</b>	
<ol style="list-style-type: none"><li>1. Education and Experience<ol style="list-style-type: none"><li>a. High school diploma or equivalent</li><li>b. Dispatcher Certification</li></ol></li><li>2. Necessary Knowledge, Skills and Abilities:<ol style="list-style-type: none"><li>a. Skill in operation of and ability to use listed tools and equipment.</li><li>b. Ability to understand and follow written and oral instructions.</li><li>c. Ability to communicate effectively verbally and in writing.</li><li>d. Ability to establish and maintain effective working relationships with employees, other departments and the public.</li><li>e. Must have the ability to work under pressure and handle a continual schedule of distractions and inquiries requiring immediate decisions.</li><li>f. Must demonstrate problem-solving capabilities.</li><li>g. Must have excellent organizational skills.</li><li>h. Must be able to manage time effectively.</li></ol></li></ol>	
<b>TOOLS AND EQUIPMENT USED</b>	
<ol style="list-style-type: none"><li>1. Radio-Console(all types and styles)</li><li>2. Computers (for phone programs)<ol style="list-style-type: none"><li>a. County</li><li>b. In-House for Sheriff</li><li>c. Enhanced 911 Computer/Priority Dispatch/TTY for the Deaf</li><li>d. Statelink, NCIC/WCJIN</li><li>e. Vehicle Registration Computer</li></ol></li><li>3. Teletype</li><li>4. Calculator</li><li>5. Copy machine</li><li>6. Fax machine</li><li>7. Telephone System</li><li>8. Computer System Database</li><li>9. Portable Radios</li><li>10. Radio and Email Paging</li><li>11. Alarm Monitoring Equipment</li><li>12. Dispatch Reference Library</li><li>13. Video Camera</li><li>14. Commander Computer</li></ol>	

**PHYSICAL DEMANDS (The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)**

1. While performing the duties of this job the employee is constantly required to sit, talk, hear, write, read, reach with hands and arms, use hands to handle objects, keyboard, and perform tasks requiring manual dexterity. The employee may infrequently be required to walk, climb or balance, stoop, kneel, crouch or crawl, climb up and/or down stairs and also to taste or smell.
2. The employee is occasionally required to lift and/or move up to Ten pounds (10 lbs.). The employee is infrequently required to lift and/or move up to Twenty-Five pounds (25 lbs.).
3. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**WORK ENVIRONMENT (The work environment characteristics described here are representative of those an employee will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)**

1. While performing the duties of this job the employee constantly works indoors, works with others and works around others. The employee frequently works alone.
2. The noise level in the work environment is usually moderate.

**MENTAL/MOTOR DEMANDS (The mental/motor demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)**

1. While performing the duties of this job, the employee constantly works with time constraints, exercises flexibility and maintains attentiveness duration and intensity. The employee frequently performs routine tasks. The employee infrequently has guidance, reinforcement and co-worker support. The employee is constantly involved in social interactions which constantly require oral and written communications.
2. Memory, reasoning, estimating, problem-solving and judgment are constantly used/required on the job. Mathematics is infrequently used/required on the job.

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

Employee Signature		Date:	
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