



Trinity Valley Community College

Job Description

Campus Police Dispatcher

COMMITMENT TO MISSION

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

PRIMARY PURPOSE:

Provides telecommunication and secretarial services for the Campus Police Department.

REPORTS TO:

Director of Campus Police and Public Safety

SUPERVISES:

None

EDUCATION AND EXPERIENCE QUALIFICATIONS:

EDUCATION REQUIRED:

High school diploma or GED

PREFERRED:

EXPERIENCE REQUIRED:

PREFERRED:

OTHER LICENSES OR CERTIFICATIONS:

Must be able to obtain a TCOLE Telecommunicator license within six months of appointment. Or have a Current or former TCOLE Telecommunicator license in good standing.

KNOWLEDGE AND SKILLS REQUIRED:

- Typing/Data Entry
- Computer software proficiency – Microsoft Office
- Interpersonal and/or customer service skills

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.

RESPONSIBILITIES:

- Take on tasks necessary to meet the goals of the department.
- Interact with students, faculty and staff.
- Operate various office machines such as cameras, computers, printers, copiers, etc.
- Maintain stock of office supplies, including monitoring inventory of flashlight batteries, hand held batteries and all equipment issued to officers.
- Establish and maintain filing and record keeping system for department records.
- Other duties as assigned by Director of Campus Police and Public Safety.
- Prepare purchase orders, check for arrival of ordered goods, and forward properly signed invoices to the business office.
- Work assigned schedule and comply with timekeeping policy.
- Maintains confidentiality of information.
- Other duties as assigned by appropriate supervisory personnel.

WORKING CONDITIONS:

All TVCC positions are security sensitive and require a criminal background check.



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TOOLS/EQUIPMENT USED:

- Standard office equipment
- Personal computer and peripherals
- Multi-line phone system
- Copier
- Radio Communication equipment
- Cellular Phone
- Video Monitoring Equipment
- Fax machine

PHYSICAL DEMANDS:

- Requires: Standing, Walking, Finger dexterity, Grasping , Feeling , Talking , Hearing, Seeing, Repetitive Motions, Computer Work

MENTAL DEMANDS:

None

OTHER DEMANDS:

None

The above job description has been reviewed with the employee. It was explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 7/18/01

Revised: 10/12/2021

Classification:	Public Safety-Staff	Coordinating/Non-Coordinating:	NC
FLSA Status:	Non-Exempt	TVCC Job Code:	1602
DBM:	A	Travel Required:	Less than 25% of the time
IPDEDS/SOC CODE:	43-5031	Employment Status:	Full-Time
Salary Range:	125	Length:	12 Month
FUND:	001	TRS POS. CODE	TRS 01

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