

## **CAMPUS POLICE DISPATCHER**

### **GENERAL STATEMENT:**

Provides telecommunication and secretarial services for the Campus Police Department.

### **REPORTS TO:**

Director of Campus Police and Public Safety

### **OCCUPATIONAL GROUP:**

Auxiliary

**FLSA:** Non-Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

High school diploma or GED

#### **LICENSE OR CERTIFICATION:**

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.

#### **EXPERIENCE:**

Computer Skills: Word, Excel and Outlook required; Access preferred. Customer service experience required. Good verbal and written communications skills preferred.

#### **OTHER:**

Must be available to work rotating shifts and/or flexible schedule. Must be able to work odd hours. Must be able to pass drug test and physical exam. Must be able to pass physiological exam.

### **DUTIES AND 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.
- Shred or appropriately file all documents.
- Answers incoming fire and police emergency 911 and routine calls from the public requesting police, fire, medical, or other emergency services.
- Maintains, receives, and records pertinent information from two-way radio communications with emergency or field units; determines priorities, nature and location of calls for service.
- Monitors and maintains status of public safety personnel and equipment, to ensure the safety of emergency personnel, monitors radio receiver with several complex public safety radio frequencies and multiple lines for all communications; operate a variety of communications equipment, including radios, telephones and computer systems.
- Dispatches police personnel and equipment.
- Notifies superior regarding emergency situations and general activities.
- Other duties as assigned by Director of Campus Police and Public Safety or appropriate supervisory personnel.

### **PHYSICAL REQUIREMENTS:**

- Within the general range of an office environment.
- May be required to work irregular hours.

**CAMPUS POLICE DISPATCHER**

*The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also 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*

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

*Approved: 10/1/2014*

*Revised:*

JD602