

# CEDAR COUNTY JOB DESCRIPTION

**Title:** Dispatcher

**Department:** Sheriff's Office

**FLSA:** Non-Exempt

**Date:** March 2023

**Reports To:** Office Manager

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## **PURPOSE OF POSITION**

Under supervision to perform skilled work involving the transmission and receipt of radio communications relating to public safety and law enforcement activities.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Receives, transmits, relay, and monitor messages from or between the Communications Center; the public; or state, county, and municipal public safety and law enforcement authorities through telephone, radio-telephone, FAX machines, computers, and teletype communications and dispatchers.

Obtain confidential criminal and public information, crime information, and records from the State and National Sources from state, county and local law enforcement officers and enters such information into the system as appropriate.

Compile information concerning stolen cars and property, persons wanted for crimes, runaway persons, and similar crime or public safety involvement.

Provide current severe weather information to the public for their safety, as well as law enforcement personnel and neighboring law enforcement agencies.

Maintain a computerized written log of all communications traffic in accordance with Federal Communications Commission rules and regulations.

Receive complaints from the public in person, over the telephone, radio, and by whatever means effective communications may be accomplished, pass the complaint information to the responsible department or facility for action.

May testify in court.

Operate and maintain equipment, drive a motor vehicle and operate fire equipment.

Perform medical support services.

Apply first aid; administer cardio-pulmonary resuscitation, mouth-to-mouth resuscitation, oxygen; apply first aid for alcohol or drug detoxification, bleeding, heart attack, shock, seizure, poisoning, abrasions, broken bones or sprains.

Establish and maintain effective working relationships with County officials, employees and the general public, and maintain regular and punctual work attendance.

Type reports, as assigned.

Perform related duties as required.

## **SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

## **QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **EDUCATION and/or EXPERIENCE**

High School diploma or General Education Degree (GED) or equivalent.

### **LANGUAGE ABILITY**

Able to communicate proficiently in English through talking and writing. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide.

### **COGNITIVE DEMANDS**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **MINIMUM QUALIFICATIONS**

Valid Operator's License, 18 years of age or older and a United States Citizen or authorized to work in the United States, reside within one (1) hour of Tipton, Iowa, Able to transport to work timely and reliably. CPR, First Aid certified, State certified on State computer system, certification of Communication Specialist, Emergency Medical Dispatch. These certifications will be provided by Cedar County Sheriff's Office.

Multi-button telephones, headset, two-way radio, pager, equipment for the hearing impaired.

Street maps, a variety of printed materials.

Any other assigned machines.

### **DRESS CODE**

Must wear uniform shirt and slacks. No shorts, skirts, dresses allowed.

## **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.*

While performing the duties of this job, the employee is regularly required to sit, talk or hear for long periods of time. Specific hearing abilities required by this job include being able to hear and decipher multiple sound tracks from radios and phones. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; or balance; stoop, kneel, crouch. The employee must regularly lift and/or move up to 10 pounds of force occasionally and /or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Requires exertion of 25 to 50 pounds of force infrequently. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Must pass physical exam and drug test.

Must be able to regularly and reliably attend work in a timely manner in person.

## **ENVIRONMENTAL ADAPTABILITY**

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

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, and risk of electrical shock. The noise level in the work environment is usually quiet to moderate. Work is performed inside and includes being exposed to confined spaces. At times the person may be subjected to long periods of time without relief due to volume or circumstances. Uninterrupted lunch and other breaks are not guaranteed.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check, job related tests may be required.

Must pass a medical physical.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

## **ACKNOWLEDGEMENT**

*I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not*

*constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at anytime and for any reason, and the Employer has a similar right.*

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

Cedar County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.