

SANDUSKY COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Agency: Sheriff's Office	Unit: Law Enforcement
Name:	Position Title: Communication Officer
Class Title: Communications Deputy	Class Number: 41111

Dept./Div.: Communications	Civil Service Status: Classified
Reports To: Communications Supervisor	Employment Status: Full-Time
Pay: Collective Bargaining Agreement	FLSA Status: Non-Exempt

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education with training and/or experience in use of communication equipment, emergency medical service, or equivalent combination; must be bondable.

LICENSURE OR CERTIFICATION REQUIREMENTS:

L.E.A.D.S. and C.C.H. Certification; Emergency Medical Technician Certification; Emergency Medical Dispatch Certification.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all-inclusive.

911 and L.E.A.D.S. computer terminals, telephone, two-way radio equipment, recording equipment, typewriter.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: For purposes of ORC 4167.

Occasional - Contact with potentially violent or emotionally distraught persons; exposure to bodily waste, tissue or fluids.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The Essential Functions of the position identified on subsequent pages are for purposes of 42 USC 12101. My signature below signifies that I have reviewed and understand the contents of my position description and I can perform all the essential functions of this position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

(Employee Printed Name)

SANDUSKY COUNTY
CLASSIFICATION SPECIFICATION

An Equal Opportunity Employer

Agency:	Sheriff's Office	Unit:	Law Enforcement
Name:		Position Title:	Communication Officer
Class Title:	Communications Deputy	Class Number:	41111
Supervisor's Title:	Communications Supervisor	Class Number:	41112

Supervises: N/A

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES: In order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: (* indicates developed after employment)

30% (1) Answers telephone and radio requests for assistance and information; relays information by radio, telephone or teletype to proper or selected agency or jurisdiction; receives complaints and prepares reports; operates and maintains audio recording equipment for all communications equipment.

(1) **Knowledge of:** (a)*; (b)*; (c)*; (d)*; (e); (f).
Ability to: (g); (h); (i); (j); (k).

15% (2) Operates L.E.A.D.S. teletype to send and receive law enforcement messages; requests and receives information on various law enforcement and criminal record data; places data into computer memory system.

(2) **Knowledge of:** (a)*; (c).
Skill in: (l).
Ability to: (g); (i); (j).

25% (3) Maintains log of all communication traffic and activity; documents times of all dispatching, arrival times, actions advised and departures.

(3) **Knowledge of:** (a)*; (m).
Skill in: (l); (n).
Ability to: (g); (i); (j); (o); (p)*.

10% (4) Monitors electronic and video security systems providing security for Sheriff's Office, correction facility and alarm systems and private facilities.

(4) **Knowledge of:** (a)*; (q).
Ability to: (g); (h); (i); (j); (k).

SANDUSKY COUNTY CLASSIFICATION SPECIFICATION

An Equal Opportunity Employer

Agency: Sheriff's Office	Unit: Law Enforcement
Name:	Position Title: Communications Officer
Class Title: Communications Deputy	Class Number: 41111

15% (5) Maintains records and files of legal instruments, warrants, complaints, supplements and criminal activity information, enters data and information in-house computer and 911 computer

(5) **Knowledge of:** (a)*; (m).
 Skill in: (l).
 Ability to: (g); (f); (p).

5% (6) Acts as Deputy Clerk of Courts; receives bonds; issues receipts and notarizes affidavits and documents.

(6) **Knowledge of:** (a)*; (m).
 Ability to: (g); (i); (j); (k); (p); (r).

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: (a) organizational policies and procedures*; (b) L.E.A.D.S. computer operations*; (c) public safety radio dispatching procedures*; (d) 911 terminal operating procedures*; (e) geographic layout of jurisdiction; (f) emergency medical care procedures; (m) records preparation and management; (q) security practices and procedures.

Skill in: (l) computer operation; (n) typing.

Ability to: (g) carry out detailed but basic written or oral instructions; (h) recognize unusual or threatening conditions and take appropriate action; (i) communicate effectively; (j) develop and maintain effective working relationships; (k) answer routine telephone inquiries; (o) prepare accurate documentation; (p) maintain records according to established procedures*; (r) add, subtract, multiply and divide whole numbers.