## **SANDUSKY COUNTY**

An Equal Opportunity Employer

#### POSITION DESCRIPTION

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Agency: Name:	Sheriff's Office	Unit: Position Title:	Law Enforcement Communication Office
Class Title:	Communications Deputy	Class Number:	41111
Dept./Div.:	Communications	Civil Service Status:	Classified
Reports To: Pay:	Communications Supervisor	<b>Employment Status:</b>	Full-Time
	Collective Bargaining Agreement	FLSA Status:	Non-Exempt
QUALIFICA	TIONS: An example of acceptable quali	ifications:	
-	f secondary education with training tergency medical service, or equivalent	-	
LICENSURE	OR CERTIFICATION REQUIR	REMENTS:	
	nd C.C.H. Certification; Emergency tch Certification.	y Medical Technician C	ertification; Emergency
EQUIPMEN'	Γ OPERATED: The following are exa	amples only and are not intende	ed to be all-inclusive.
911 and L.E.A typewriter.	.D.S. computer terminals, telephone	e, two-way radio equipmen	nt, recording equipment,
	Y HAZARDOUS OR PHYSICAL S: For purposes of ORC 4167.	LLY DEMANDING WO	<u>DRKING</u>
Occasional -	Contact with potentially violent bodily waste, tissue or fluids.	or emotionally distraugh	t persons; exposure to
be performed by pages are for pu	escription in no manner states or implied by the position incumbent. The Essenting poses of 42 USC 12101. My signatured my position description and I can	ial Functions of the position re below signifies that I have	n identified on subsequent reviewed and understand
description.			
(Approval of Appe	pinting Authority)	(Da	te)

(Employee Printed Name)

### SANDUSKY COUNTY

#### **CLASSIFICATION SPECIFICATION**

An Equal Opportunity Employer

Agency:Sheriff's OfficeUnit:Law EnforcementName: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).

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:** (1); (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 inhouse computer and 911 computer

(5) **Knowledge of:** 

 $(a)^*; (m).$ 

Skill in:

(1).

**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:** (1) 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.

7/8/2004 pd\_Communications Deputy