

SHAWNEE COUNTY, KANSAS
Position Description
Communications Specialist I

POSITION CONTROL NUMBER: SH1511 – SH1546 **FLSA STATUS:** N

POSITION DESCRIPTION

Under direct supervision, this position receives requests for services of a public safety nature including fire suppression, medical emergency and law enforcement and relays them to the appropriate agencies providing these services. Performs other duties as required. This position is supervised by a Shift Supervisor.

WORK PERFORMED

- 30% Call Taker.** Receives, evaluates and prioritizes requests for services via telephone from the public, other agencies, and responders. Accurately and thoroughly records all information pertinent to each request for service.

- 20% Fire, Police, Sheriff Dispatch.** Disseminates information regarding calls for service to field responders. Maintains constant radio (mobile/portable) contact with responding agencies and field responders and facilitates resource coordination and documentation.

- 30% Maintain Computer Record Entries.** Logs information received or transmitted via radio, telephone, or in person and maintains continuous records on the status of responding agencies and active calls for service. Updates entries as needed.

- 20% Collateral Duties.** Coordinates auxiliary services as necessary. Monitors other agencies' communications in order to respond to requests for assistance, support or matters of general information.

KNOWLEDGE, ABILITIES AND SKILLS

Ability to:

- Establish and maintain effective working relationships with employees and the general public.
- Maintain records accurately.
- Work a flexible schedule including: holidays, weekends, nights, etc.
- Remain calm and effectively manage citizens and employees during emergency situations.
- Communicate effectively, both orally and in writing, using the English language.

**Shawnee County Position Description
Communications Specialist I (Various)**

PHYSICAL REQUIREMENTS

N-Never **O**-Occasional (1%-33%) **F**-Frequent (34%-66%) **C**-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching			X		Sitting				X	Driving		X		
Pushing/Pulling			X		Bending			X		High Elevation	X			
Climbing		X			Reaching			X		Unprotected Heights	X			
Throwing	X				Lifting-50 lbs.		X			Around Moving Machinery	X			
ARMS					Carrying			X		Driving Automotive Equipment	X			
Reaching			X		Jumping	X				Exposure to Dust, Gases and Fumes		X		
Lifting-50 lbs.		X			Twisting		X			Cramped Body Position	X			
Pushing/Pulling			X		Squatting		X			Sustained Positions			X	
Carrying			X		Turning			X		Noise Levels (Excessive)			X	
Throwing	X				LEGS/FEET					Electrical Hazards			X	
EYES					Walking			X		Slippery Surfaces			X	
Near Vision				X	Standing			X		Work Above Ground	X			
Far Vision			X		Sitting			X		Work Below Ground	X			
Color Vision				X	Carrying			X		Irregular Surfaces	X			
VOICE					Climbing		X			Moving Objects			X	
Talking				X	Jumping	X				In High Volume Traffic	X			
EARS					Turning			X		Exposure to Marked Changes in Temperature and Humidity				
Hearing				X	Lifting-50 lbs.		X				X			

EQUIPMENT USED

Computers	Telephones	2-way radios
Printers/Copiers/Fax	Handsets	
Dispatch consoles	Office furniture	

MINIMUM QUALIFICATIONS

High School Diploma or GED Certificate.

No felony convictions.

Required to type thirty-five (35) words per minute.

SPECIAL REQUIREMENTS

Required to pass a background investigation, pre-employment physical and drug screen.

Must be able to work most weekends and holidays, hours other than regular daytime schedule and work a rotating day off schedule.

NCIC full-access certification or able to obtain certification within one (1) year of employment

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This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

Employee's Signature / Printed Name

Date

Administering Supervisor's Signature / Printed Name

Date

Appointing Authority's Signature / Printed Name

Date

Created: 12/04
Revision History: 10/19