

**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 that are charged with providing these services. Performs other duties as required. This position is supervised by the Shift Supervisor.

**WORK PERFORMED**

- 52% Collateral Duties.** Coordinates auxiliary services as necessary. Maintains constant radio (mobile/portable) contact with responding agencies. Monitors other agencies' communications in order to respond to requests for assistance, support or matters of general information. Conducts surveys and gathers information relative to accurate street information.
- 16% Call Taker.** Receives, evaluates and prioritizes requests for services of a public nature.
- 16% Fire, Police, Sheriff, Teletype Dispatch.** Disseminates information to and from the agency charged with providing the emergency and non-emergency services.
- 16% Maintain Computer Record Entries.** Logs information received or transmitted and maintains continuous records on the status of responding agencies via computer entry.

**KNOWLEDGE, ABILITIES AND SKILLS**

**Ability to:**

- Operate several emergency and non-emergency radio and telecommunication systems to receive and transmit messages and information.
- Provide accurate and timely transmittal and recording of information and messages.
- Exercise considerable judgment, within established guidelines, in performing their duties.
- Work most holidays, weekends and hours other than regular daytime schedule, and work a rotating day off schedule.
- Deal with a life threatening situation daily.
- Remain calm and effective 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
<b>HANDS</b>					<b>BODY/TRUNK</b>					<b>OTHER</b>				
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			
<b>ARMS</b>					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				<b>LEGS/FEET</b>					Electrical Hazards			X	
<b>EYES</b>					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			
<b>VOICE</b>					Climbing		X			Moving Objects			X	
Talking				X	Jumping	X				In High Volume Traffic	X			
<b>EARS</b>					Turning			X		Exposure to Marked Changes in Temperature and Humidity				
Hearing				X	Lifting-50 lbs.		X				X			

**EQUIPMENT USED**

Personal Computer  
Telephone Headset  
Printer

Telephone  
Fax Machine  
Paper Shredder

Photocopier  
Radio Equipment  
Office Furniture

**MINIMUM QUALIFICATIONS**

High School Diploma or GED Certificate.

No felony convictions.

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

Required to pass a CritiCall exam.

**SPECIAL REQUIREMENTS**

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

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

NCIC Certification or certification within one (1) year of employment.

Required to lift fifty (50) pounds.

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

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: 07/15