Title: Emergency Communications Dispatcher 2  

Pay Scale Group: 08

Essential Function

Under general supervision from a higher-level Emergency Communications Dispatcher or supervisor, operate communication equipment dispatching personnel and equipment.

Characteristic Duties

1. Perform all the duties of Emergency Communications Dispatcher 1.

2. Assist and/or coordinate activities between interdepartmental agencies, posts, districts and other external agencies with technical problems (i.e., communication and operation computers).

3. Assist in the design and implementation of forms, procedures and data systems.

4. Responsible for entering all criminal data into criminal computer system.

5. Perform investigative queries for units.

6. Perform related duties based on departmental need.

Unusual Working Conditions

- May require working rotating shifts, weekends and holidays.

Minimum Qualifications

- Must meet all the requirements of ECD1; complete a total of 100-classroom hours of training; possess Association of Public Safety communication Officials (APCO) or National Emergency Number Association (NENA) certifications and security clearance to the National Crime Information Center (NCIC).

CAREER PATH: An ECD2 will be eligible for promotion to ECD3 provided the employee completes all requirements of ECD2, has good performance reviews and satisfactorily complete probation, meets minimum qualification of ECD3, and is in good attendance standing according to the departmental discretionary leave policy. The employee must submit a written request to progress to the next level.

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