Title: Emergency Communications Dispatcher 3  

Pay Scale Group: 09A

Essential Function

Under general supervision from Emergency Communications Supervisor, operate communication equipment dispatching personnel and equipment.

Characteristic Duties

1. Perform all the duties of Emergency Communications Dispatcher 2.

2. Act as team leader in the absence of Emergency Communications Supervisor.

3. Provide effective one-on-one training techniques to new employees.

4. Assist supervisor with coordination of equipment, supplies and maintenance of various equipment.

5. Keep abreast of civil and criminal liability associated with Public Safety Telecommunications profession.

6. Perform related duties based on departmental need.

Unusual Working Conditions

- May require working rotating shifts, weekends and holidays.

Minimum Qualifications

- Must meet all requirements of ECD2; complete a total of 200-classroom hours of training (including 8 hours in liability issues and supervision). Additional hours should be in advanced training or certifications in areas of specialty, such as the Association of Public Safety Communication Officials (APCO), Communication Training Officer, etc.: must possess emergency medical dispatch training.

Last updated: May 2010