Title: Radio Operator 1

Pay Scale Group: 52

Essential Function

Under general supervision from Radio Operator 2 or other higher-level worker, operates radio, telephone and/or teletype equipment to receive and transmit messages and maintains logs/documentation regarding calls, transmitted and received in accordance with rules and regulations of department and Federal Communication Commission (FCC).

Characteristic Duties

1. Receive and transmit radio communications to and from various sources through operation of radio and/or teletype and telephone in accordance with department and Federal Communication Commission rules and regulations. Answer routine phone inquiries.

2. Perform and/or maintain various work related documentation (i.e., maintain logs of all radio traffic received and transmitted and of telephone or teletype messages received; maintain files; processes work orders which may involve use of computer, perform word processing and/or typing of letters and correspondence, maintain files and appointment book for appropriate administrator(s).

3. Perform various miscellaneous tasks (i.e., clean work area; meet and greet the public; monitor use of equipment; sort and distribute mail; may run special reports on the computer; may issue keys and monitor key inventory; may receive shipments).

4. Perform related duties based on departmental need.

Unusual Working Conditions

• N/A

Minimum Qualifications

• High school/GED diploma; three months training/experience in the operation of communication equipment (i.e., radio, teletype); or equivalent.

Last updated: October 1990