Title: Radio Operator 2

Essential Function

Under general supervision from higher-level worker, operate radio, telephone and/or teletype equipment to receive and transmit messages and maintain logs/documentation regarding calls, transmitted and received in accordance with rules and regulations of department and Federal Communication Commission (FCC); serve as a lead worker (i.e., provide work direction and training) over lower-level radio operators; prepare, maintain, and oversee preparation and maintenance of logs/documentation regarding calls received and transmitted in accordance with rules and regulations of department and 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. Answers routine phone inquiries. Serve as a lead worker over lower-level radio operators.

2. Prepares, maintain and oversee preparation and maintenance of various work related documentation (i.e., maintain logs of all radio traffic received and transmitted and of telephone or teletype messages received; maintains files; processes work orders which may involve use of computer, performs word processing and/or typing of letters and correspondence, maintains files and correspondence regarding FCC rules and regulations and/or records of state inventories for radio equipment; maintain appointment book for appropriate administrator(s); maintain time sheets; order forms and supplies).

3. Perform various miscellaneous tasks (i.e., clean work area; meet and greet the public; monitor the use of equipment; sorts and distributes 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 and six months training/experience in department and/or Federal Communication Commission rules and regulations governing communication equipment operation and six months training/experience in operation of communication equipment (i.e., radio, teletype); or equivalent. Some positions may require skill in keyboarding/word processing.

Last updated: October 1990