



Grant Parish Sheriff's Office

Job Description

Criminal Division

Communications

GENERAL DESCRIPTION OF RESPONSIBILITIES

Receives and transmits emergency and administrative messages over a combined police, fire, and medical communications systems.

EXAMPLES OF DUTIES

- Plans, organizes and performs work according to standardized procedures.
- Receives telephone, radio calls and mechanical alarm signals for police, fire or medical emergency services.
- Enters information into Computer Aided Dispatch system (CAD).
- Retrieves information for dispatch from CAD System.
- Dispatches police, fire, and emergency services vehicles by radio, receives and transmits orders and instructions using appropriate code language to law enforcement officers at the scene of an emergency.
- Coordinates with Patrol Sergeant, dispatching of back-up units as required.
- Coordinates radio communication with State Police and other local Police Departments as needed.
- Receives fire emergency calls, or fire security system signal, sounds alarm and monitors equipment responding by radio.
- Dispatches police vehicles to emergency medical calls, notifies ambulance service to respond as needed.
- Uses computer terminal to input, retrieve and transmit information from National Crime Information System.
- Receives and transmits information from state motor vehicle files to Patrol Deputies.
- Receives and transmits calls to Animal Control Deputies.
- Enters data into computer systems for records keeping.
- Retrieves data from computer systems.



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- Maintains daily log, wrecker rotation log and security systems files.
- Tests and performs minor maintenance on equipment.
- Reports equipment failure to supervisor.
- Performs related administrative-clerical duties as required.

SUPERVISION RECEIVED

- Works under the general supervision of the Patrol Sergeant.
- Direct supervision will be performed by the senior communications deputy.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES

- Technical skills and knowledge acquired from prior communications experience or on-the-job training.
- Ability to verbally communicate effectively under stressful conditions.
- Ability to multi-task.
- Ability to type.
- Ability to operate Computer Aided Dispatch (CAD) system.
- Basic computer knowledge.

EDUCATION, EXPERIENCE, AND TRAINING

- Graduation from High School or its equivalent.
- Prior communications and dispatching is desirable but not required.
- Knowledge of Public Safety is desirable but not required.



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SPECIAL REQUIREMENTS

- Written, practical, and oral examination will be required.
- Background investigation may be made on each candidate.