

## **DISPATCHER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is responsible and periodically stressful work requiring the use of various types of telephonic, radio, and automatic signaling and communications equipment to receive and record calls for assistance for emergency and non-emergency situations and dispatch Police, Sheriff's Deputies, fire and emergency medical equipment or other public service employees to scenes of crimes, accidents, fires and other situations. The incumbent must be computer literate and able to multi-task. The incumbent must be able to function calmly in emergencies and take appropriate action in an effective manner. The work is performed on a shift basis, which may include shifts on holidays and weekends as well as the evening and midnight hours, and employees may be required to work alternate shifts through and/or during off duty hours. Employees may be required to work a minimum number of hours or shifts. May assist in the training and supervision of Dispatcher Trainees. Work is performed under general supervision in accordance with established policy. Incumbents perform related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only) Receives communications regarding all types of assistance, emergencies, or problems from the general public, public entities, and other public safety agencies; follows provided office operating guidelines, obtains specific required information, and determines the proper course of action; Queries the caller in a calm, systematic manner to determine the seriousness and nature of the situation, the location, the services needed, and other information necessary to evaluate the situation; Initiates notification of the proper agency, and coordinates, assists, or otherwise monitors the call/incident through resolution of the incident or handoff to another agency; Exercises sound independent judgment in dispatching services and coordinating the participation of various emergency personnel/equipment to the scene; Maintains a continuous log of all telephone and radio calls sent out or received; Operates telephone communications equipment and inputs data into computer-aided dispatch systems utilizing a keyboard; Utilizes computerized databases (including eJustice) to access and record data and information; Receives and answers radio calls for various agencies and transfers calls to appropriate personnel; Receives and relays intra-county mutual aid calls; Receives and records, location of fire alarms and emergency calls; Performs filing, typing, and other clerical duties as needed; Gives instructions to callers and provides emergency medical instruction to callers using standard accepted medical guidelines; Maintains security and order of the control center.

**FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the geography of the County and surrounding areas; Good knowledge of all emergency service providers within the surrounding area; Good knowledge of the operation of various types of telephonic, radio, and automatic signaling and communications equipment; Good knowledge of computer operation; Familiarity with police and emergency terminology, procedures, and equipment; Ability to maintain records and prepare written reports; Ability to understand and follow oral and written instructions; Ability to speak, write, and enunciate clearly; Ability to multitask; Ability to type at an acceptable rate of speed; Clerical aptitude; Mental alertness; Good judgment; Tact and Courtesy; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, supplemented by a course or experience in typing, **AND EITHER:**

- A. Completion of at least 6 semester credit hours from a college or university in either Criminal Justice, Communications, Emergency Management, or a related course. **OR**
- B. 6 months full-time or part-time equivalent paid experience as a Dispatcher or an active member of an emergency service organization, i.e., firefighter in an organized fire department, law enforcement officer, emergency medical personnel for an ambulance service, or closely-related position. Part-time and volunteer experience will be pro-rated.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**SPECIAL REQUIREMENT:** Candidates must successfully complete initial Emergency Medical Dispatch training, CPR/AED and eJustice certifications within 6 months of appointment and maintained during employment. Candidates are required to maintain ongoing continuing education requirements to maintain Emergency Medical Dispatch certification, CPR/AED and successfully complete and document annual routine in-house review and refresher training as required by the NYS 911 Board.

**NOTE:** Conviction of a felony, misdemeanor or other offense may disqualify incumbent appointment.

Revised 2/13/86, 4/16/03, 1/25/07, 1/8/16; 9/28/22; 10/6/22; 7/12/23

Reviewed 2/9/01; 7/6/09; 12/20/11