

JOB DESCRIPTION

(Classified Employee)

Title: Public Safety Communications Coordinator

Date: **October 2002**

Job Code: 1454

Statement of the Job

Employee operates a variety of communication systems to facilitate the flow of information through the dispatch office of a Public Safety Department. Information is often confidential, sensitive, **time-sensitive, and must be prioritized**. Judgement is used in answering verbal communications regarding rules **and** regulations; **discretion is often used to determine and interpret an** appropriate course of action.

Duties of the Job

- * 1. Monitors and determines response for all **requests for service and alarms**.
- * 2. Operates radio, telephone, computer, and teletype to facilitate the flow of information.
- * 3. Prepares and maintains records and databases.
- * 4. **Originates, often composes**, sends, receives and files **substantial** information via computer/teletype terminal.
- * 5. Provides information and assistance to the public.
- 6. Receives and routes call through applicable switchboard when operator is not on duty.
- 7. Stores, safeguards and issues University property.
- 8. Sells parking decals, writes temporary parking permits, and handles parking ticket monies.
- 9. Receives and releases stolen, lost and found articles.
- 10. May receive after-hours deliveries for other campus departments.
- 11. Checks weapons in and out as appropriate.

Asterisked (*) duties are the essential functions, or fundamental duties, or the system-wide classifications. The essential functions of individual positions within the classification may differ. The University may assign reasonably related additional duties to individual employees consistent with policy and collective bargaining agreements.

JOB SPECIFICATION
(Classified Employee)

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Wage Grade: 22

Total Points 422

FACTOR	DEGREE	POINTS
1. Knowledge and Skills Specialized knowledge to analyze and solve complex problems.	5	180
2. Effort I. Mental and Visual Effort Concentrated, exacting mental and visual effort to plan and perform complex work. II. Physical Effort Light physical effort or significant manual dexterity.	5 2	40 20
3. Responsibility for Cost Control Sustained high degree of attention required to prevent damage or waste.	4	32
4. Responsibility for Others I. Injury to Others Extreme care and attention necessary to prevent physical injuries. II. Supervisory Responsibility No regular supervisory responsibility; may relay instructions or be assigned to train or orient new staff. III. Sensitive Information and Records Significant discretion in creating, processing and control of highly sensitive information.	5 1 5	40 8 40
5. Working Conditions Frequent exposure to several adverse stimulations or to one which is particularly disagreeable.	3	30
6. Responsibility for External and Internal Relations Frequent important external and/or internal contacts.	4	32