

Jurisdiction: Oneida County Villages
Jurisdictional Class: Non-Competitive
Revised: 9/8/97

DISPATCHER (PART-TIME)

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for receiving and referring complaints, via telephone and radios, and for the efficient dispatch of messages to police officers, volunteer firemen and municipal employees. Work is performed under general supervision, in accordance with established policy. Employees in this class must exercise good judgement in response to emergency situations. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

On an assigned shift, takes all incoming complaints and messages;
Operates radio and telephone equipment;
Maintains necessary logs.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the operation of radio and telephone equipment; good knowledge of the geography of the municipality; ability to maintain records and prepare reports; ability to understand and follow oral and written directions; clerical aptitude; mental alertness; good judgement.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.