

Jurisdiction: Oneida County
Jurisdictional Class: Competitive
Revised: 10/28/93

HIGHWAY RADIO DISPATCHER

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Oneida County Department of Public Works and involves responsibility for operating the communications center. An employee in this class receives and transmits radio messages and other information, answers the telephone, takes messages when employees are not available and performs routine clerical duties. The work involves the maintenance of accurate records and is performed under general supervision in accordance with established procedures. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Receives and transmits messages by radiotelephone;
Relays information regarding progress of construction and maintenance work, availability of equipment and crews, and equipment breakdowns;
Relays information regarding unusual job situations and emergency weather conditions;
Maintains a log of all messages received and transmitted;
Reports need for repair or replacement of communication equipment;
Maintains inventory control records of construction and maintenance materials and supplies;
Assists in maintaining a variety of records (including weather reports, and underground digging request) and in preparing reports;
Answers telephone politely, transfers calls, and takes messages when employees are not available;
May perform a wide variety of unrelated clerical duties.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the operation of radiotelephone equipment; good knowledge of the geography of the County; ability to maintain routine records, ability to speak clearly and distinctly; ability to be polite and courteous regardless of the situation; ability to understand and carry out oral and written instructions; ability to become readily familiar with the functions and operations of the Department of Public Works; mental alertness; good hearing; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a New York State equivalency diploma; **OR**
- (B) One (1) year of experience in the operation of radio-telephone equipment; **OR**
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.