

<i>Effective Date</i>	<i>Number</i>
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<i>Subject</i> Job Description - Communication Specialist - (Probationary)		
<i>Reference</i>	<i>Special Instructions</i>	
<i>Distribution</i>	<i>Reevaluation Date</i>	<i>No. Pages</i>

General Statement of Duties: Receives training in and performs beginning level work in the use of communications equipment.

Supervision received: Works under close supervision of an administrative or technical supervisor.

Supervision Exercised: None

Examples of Duties: (Any one position may not include all of the duties listed nor do the listed examples include all duties which may be found in positions of this class).

Receives training in, and receives and transmits radio messages to and from units operating in the field.

Receives training in answering incoming telephone calls and ascertains the nature of problem and its location; receives training in dispatching necessary personnel and equipment; refers calls of a more difficult and questionable nature to a supervisor of the department involved.

Monitors security system of Court House and takes action according to established procedure.

Maintain logs of radio communications in the location of personnel and equipment; maintains records according to established methods and procedures.

Receives training in and acts as a reference source for units in the field; operates teletype and terminal as necessary.

Broadcasts information to field units such as pick-up notices for wanted persons, stolen cars, pages out – medical, fire and law enforcement

personnel for calls for service.

Performs a variety of clerical duties such as typing and filing.

Performs related work as required.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Some knowledge of modern office practices and procedures. Ability to learn the operation of a variety of communications equipment. Ability to react effectively in emergency and stress situations. Ability to perform work requiring good hearing, good diction, and a clear voice. Ability to follow verbal and written instructions. Ability to learn the county's geography. Ability to establish and maintain effective working relationships with professional staff; other agencies, and the public.

Education: High School graduation or equivalent.

Experience: One year of experience which has provided a familiarity with record keeping and telephone procedures,

OR

Any equivalent combination of education and experience.