COUNTY OF LINCOLN

Job Description Form

Division/Department: Sheriff

Job Title: Dispatcher **Reports to:** Supervisor/Sheriff

Level/Grade: 17 17P $12.9204/Hr 17A $13.5664/Hr (probation completed)	**Type of position:** ✓ Full-time o Part-time o Temporary/Seasonal o Emergency Hire o Grant/Contract	**Hours** 40 **/Week** ✓ Classified o Unclassified

General Description:

Perform all duties proficiently, relating directly to dispatching law enforcement, fire and emergency medical personnel. Knowledge of and ability in radio communications, operation of a telephone consul, operation of National Crime Information Center (NCIC), dispatching calls and related duties involving emergency situations. The employee is responsible for all necessary documentation as required and must be familiar with T.D.D. equipment and 9-1-1. The employee may be required to work irregular hours, weekends, holidays and is on-call for emergencies. Must perform all duties with minimal supervision, may be required to attend job related meetings, out-of-town seminars, and perform other duties as assigned. The employee may be required to assist in the transportation of inmates.

Education/Work Experience/Certification/Training Requirements/Abilities/Skills:

- High school diploma or GED certification. Must be able to obtain a New Mexico Dispatcher Certification within one year from date of hire and N.C.I.C. Certification within six months from date of hire. One year experience in the performance of dispatcher duties preferable.
- Valid New Mexico State Driver=s License. Must have a good driving record to be insurable for liability purposes.
- Excellent communication skills; works well under stress; good organizational skills; general office skills; ability to read maps; good clear diction and neat handwriting.
- Knowledge of the County in order to access appropriate personnel in case of an emergency.

Work Conditions/Description of Tools, Equipment, Work Aids Used and Materials and/or Products Handled:

- Office environment.
- N.C.I.C. computer, multi-line telephones, multi-line two-way radio, recording equipment, typewriter, fax machine, and photocopy machine.
- Work hazards, or potential work hazards, involve high pace and stress in performing job duties.
- Work schedule shall include shift, evening, weekend, holiday and on-call hours.

Work Environment:

Primary Work Site: Inside (90%) Outside (10%)
Temperature Factors: 70-75 degrees. Depends on Weather Conditions
Noise Factors: (x) Sufficient noise levels which interrupts conversation (x) Intermittent - occasional
Vibrations: ( ) Body strain from repeated motion or shock ( ) Intermittent - minimal
Air Quality Factors: (x) Fumes (x) Dusts (x) Odors
Working Surface: (x) Even (x) Flat/Hard ( ) Stairs ( ) Ladders ( ) Dry ( ) Wet ( ) Natural Ground
Relationships with Co-workers: (x) Works alone with or without directions (x) Works with a group

Physical Requirements:

Mobility Factors/Primary Work Position: Walk & Stand (10%) Climb (%) Crawl (%) Sit (90%) Crouch (%) Kneel (%)

Specific Movements: **Rate Occasionally - X** **Frequently - XX** **Constantly - XXX**

Trunk: (x) Bend (x) Twist/Rotate (x) Push/Pull, # of lbs 50 (x) Carry, # of lbs 50#
Arms: (x) Reach (x) With arms extended (x) With arms bent
(x) Carry, # of lb 50#, distance 60' (x) Twist/Rotate (x) Push/Pull, # of lbs 50#
(x) Lift from floor to waist, # of lbs 50# (x) Lift from waist to overhead, # of lbs 50#
(x) Lift horizontally, # of lbs 50# (x) Drag 175 # for 15'
Legs: (x) Lift, # of lbs 50# (x) Balance (x) Twist/Rotate (x) Foot Control
(x) Push/Pull, # of lbs 50# (x) Running
Hands: (x) Gross Dexterity (x) Finger Dexterity
(x) Speed required (x) Bilateral Coordination (x) Grasp/Manipulate
Eyes: (xx) Eye/Hand coordination

Comments on Physical Requirements:

- Must have good vision, hearing, and reflexes.
- Must be able to handle stress and respond appropriately in stressful conditions.
- Must pass a conditional post-offer of employment Physical Examination and Drug Analysis Test.
- Subject to random drug and alcohol testing.

Approved by: Robert Shepperd

Date Posted: August 4, 2014 **Date Hired:** _____

Employee Declaration:
I have read the above job description. I understand the demands and expectations of the position described and to the best of my knowledge, believe I can perform these duties.

Name: _____ **Date:** _____

Date Revised: 7/23/10