

1. General Duties

- a. Be responsible for dissemination of personnel in any given emergency or non-emergency situations expediently by whatever communications is available or necessary to effect as smooth an operation as possible.
- b. To be knowledgeable of all areas within the county, all equipment available, and the amount of manpower available in any given area.
- c. Be knowledgeable of all radios and equipment in their control.
- d. To maintain an orderly professional office appearance at all times.
- e. To be able to get information to officers on patrol at it becomes available to them.
- f. Know the equipment and personnel needed for any given situation.
- g. Perform secretarial duties as they come about.
- h. Maintain adequate documentation of all communications that pass through them.

2. Relationship

- a. Be able to work closely with people both departmental and public.
- b. Be able to work under pressure and maintain control in any given situation.

3. Work Assignment

- a. A posted monthly schedule will be maintained by the department head or designated person.

4. Education and Experience

- a. A high school degree or equivalent.
- b. Prior experience preferred.
- c. Be able to perform basic secretarial skills.
- d. Be able to speak clearly and effectively.

5. Physical Requirements

- a. Good physical and mental health.
- b. No physical impairment that would interfere with normal job functions.

6. On The Job Hazards

The job of a communications technician does not constitute a hazardous occupation in itself. The hazard comes from outside threats in the case of someone coming into take control of the communications to affect a crime somewhere else in the area. This along with an unruly complainant are the majority of hazards that confront communications.