

**CITY OF AVON**  
An Equal Opportunity Employer  
**POSITION DESCRIPTION**

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<b>Classification Title:</b>	Dispatcher	<b>Name of Incumbent:</b>	
<b>Position Title:</b>	Police Dispatcher		
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<b>Office/Division:</b>	Police	<b>Employment Status:</b>	Part-Time
<b>Reports To:</b>	Assigned Shift Supervisor	<b>Civil Service Status:</b>	Unclassified
		<b>FLSA Status:</b>	Non-Exempt
		<b>Bargaining Unit Status:</b>	Excluded

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**QUALIFICATIONS** (An Example of Acceptable Qualifications):

Completion of secondary education (high school or GED) supplemented by courses in typing, computer operations, general accounting, and office practices and procedures, plus prior dispatch and/or secretarial work experience, or equivalent.

**LICENSURE OR CERTIFICATION REQUIREMENTS**

LEADS certification required.

**MINIMUM ACCEPTABLE CHARACTERISTICS** (\*Indicates Developed After Employment)

**Knowledge of:** (1) department policies and procedures,\* (2) modern business office practices and procedures, (3) English grammar and spelling, (4) records management, (5) basic accounting, (6) FCC Rules and Regulations,\* (7) geographical layout of City,\* (8) safety practices and procedures.\*.

**Skill in:** (9) typing, (10) computer operation, (11) use of modern office equipment, (12) operation of dispatch equipment and related systems.\*

**Ability to:** (13) carry out instructions in written, oral, or picture form, (14) deal with problems involving several variables within familiar context, (15) collect, analyze, and interpret data, (16) prepare accurate documentation, (17) communicate effectively, (18) maintain records according to established procedures, (19) develop and maintain effective working relationships, (20) calculate fractions, decimals, and percentages, (21) exercise sound judgment during stressful situations, (22) utilize surveillance equipment and recognize problems and/or inconsistencies, (23) recognize unusual or threatening conditions and take appropriate action.

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**ESSENTIAL FUNCTIONS OF THE POSITION** (For purposes of 42 USC 12101)

1. Receives emergency and non-emergency calls for Police Division; obtains pertinent information and dispatches personnel; coordinates procedures with Fire Dispatch; assists Fire Dispatch as assigned.
2. Operates public address system, alerting tones, and other mechanized systems to provide information to personnel.
3. Monitors station surveillance equipment; interprets data and alerts rank officer of any unusual occurrences.
4. Enters information into and retrieves information from computer to provide assistance to safety personnel.
5. Performs a variety of secretarial tasks, including tasks of a confidential nature, to assist the Police Chief with the efficient operation of the Division (schedules and confirms appointments for the Chief; greets and assists visitors to the office; receives and transfers calls; types confidential documents; receives and distributes mail; etc.)
6. Sets up and maintains department files; copies and distributes documents; orders or assists with the ordering of office supplies; ensures proper maintenance of office equipment; etc.
7. Types letters, memos, activity logs, reports, bills, purchase orders, and other documents.
8. Prepares and/or assists with preparation of division payroll, work schedules, etc.
9. Monitors the behavior of prisoners and conducts security inspections to ensure compliance with jail rules and regulations; dispenses food, drink, and personal items to prisoners.
10. Maintains or assists with maintenance of department inventory records.
11. Demonstrates regular and predictable attendance.
12. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

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Developed by:

Date Adopted: \_\_\_\_\_

Clemans Nelson & Associates, Inc.

{9/18/2006 PDAVNCI 00035996.DOC}

Date Revised: \_\_\_\_\_

Dublin, OH 43017

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**OTHER DUTIES AND RESPONSIBILITIES:**

1. Performs other related duties as assigned.

**EQUIPMENT OPERATED** (The Following Are Examples Only and Are Not Intended To Be All Inclusive)

Computer, printer, typewriter, 10-key adding machine, multi-channel receivers and transmitters, telephones, alarm panel, surveillance equipment, copy machine, fax machine, and other standard business office equipment.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

The employee works with and around chemicals found in an office environment (toner, correction fluid, etc.); the employee may occasionally experience hostility from the general public; the employee is periodically exposed to stressful situations.

**Note:** In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (*employee*) signature below signifies that I have reviewed and understand the contents of my position description.

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**(Approval of Appointing Authority)**

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**(Date)**

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**(Employee Signature)**

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**(Date)**