



# City of Lindsay

## JOB DESCRIPTION

### PUBLIC SAFETY DISPATCHER / RECORDS CLERK

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**Class Title:** DISPATCHER/RECORDS CLERK

**Department:** PUBLIC SAFETY

**Location:** 185 N. GALE HILL AVE

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#### **GENERAL DESCRIPTION:**

The City of Lindsay is seeking applications for the position of Public Safety Dispatcher/ Records Clerk. This is a Full-Time position.

#### **GENERAL PURPOSE**

Under general supervision receives and transmits routine and emergency telephone and radio messages for Police, Fire; enters and retrieves information on a computer terminal, record keeping, data entry, typing and cashing. Performs a variety of routine clerical, secretarial, administrative work in support of law enforcement activities.

#### **SUPERVISION RECEIVED:**

Works under the close supervision of the Administrative Supervisor.

#### **SUPERVISION EXERCISED**

None.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Reviews all reports from officers for completeness and follow-up.

Assists in the preparation of a variety of reports and records including officer's Daily Log, reports of investigation, field interrogation reports, alcohol reports, influence reports, breathalyzer check list, bad check form, vehicle impoundment form, traffic hazard report, etc.

Checks daily logs for police activity; maintains daily police blotter.

Records and files citations; assigns case numbers to incidents and maintains report files.

Maintains the California Law Enforcement Telecommunications System (CLETS), enters data into the computer, and generates a variety of law enforcement management system reports. Operates WCIC and NCIC criminal data information systems.

Dispatches information to officers in the field, as needed.

Maintains the Uniform Crime Reports (UCR).

Secures and maintains evidence and associated monitoring and record keeping.

Provides a variety of police related information to the public and governmental agencies.

Receives incoming calls, determines nature and urgency of calls, and coordinates appropriate response.



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Receives requests from officers on call for special or specific information; follows up with appropriate information and relays the same back to the officer.

Serves as a personal assistant to command staff and provides a variety of administrative assistance as needed.

Composes a variety of correspondence, reports and other materials requiring independent judgment as to content, accuracy and completeness.

Establishes and maintains records systems using moderately independent judgment.

Maintains inventories and orders departmental supplies and materials.

Maintains departmental personnel and other records and files.

#### **PERIPHERAL DUTIES**

Schedules appointments, meetings, makes reservations, and arranges a variety of conferences and meetings.

#### **MINIMUM QUALIFICATIONS**

General: (A) Must be 18 years or older at the time of employment; (B) Must possess, or be able to obtain by time of hire, a valid State driver's license without record of suspension or revocation in any State; (C) No felony convictions or disqualifying criminal histories within the past seven years; (D) Must be able to read and write the English language (Substitute any local or state requirements for those listed here)

#### **Education and Experience:**

(A) High school diploma or GED equivalent; and (B) Two years of general office, communications, or records management experience, or (C) An equivalent combination of education and experience.

#### **Necessary Knowledge, Skills and Abilities:**

(A) Some knowledge of modern law enforcement principles, procedures, techniques, and equipment;

(B) Some skill in the operation of most of the tools and equipment listed below.

(C) Ability to learn the applicable laws, ordinances, and department rules and regulations; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with subordinates, peers and supervisors; Ability to follow verbal and written instructions; Ability to learn the City's geography; ability to think and act quickly and retain composure in stressful situations; Ability to perform multiple tasks; Deal with the public in a courteous manner, communicate with people of different backgrounds and communication abilities.

(D) Type 40 WPM

#### **TOOLS AND EQUIPMENT USED**

Computer, 911 Telephone System, including word processing and specialized software, police radio, phone, typewriter, calculator, fax machine, copy machine.

#### **PHYSICAL DEMANDS:**



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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

#### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work without supervision or immediate assistance on all shifts; stress of emergencies and rapid change, with noise and distraction from lobby, radios, telephones and multiple conversations; Environment is clean. Computer is used on a daily basis.

#### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and the ability to pass an extensive background check and drug test.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.