

NEW CASTLE COUNTY GOVERNMENT

Number: 1059

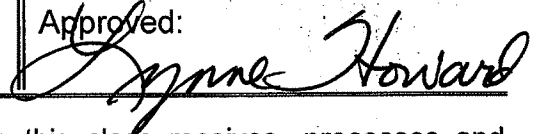
Page: 1 of 2

CLASS SPECIFICATION

Date: 01/26/10

Title: TELECOMMUNICATOR III - POLICE CTO

Approved:



GENERAL STATEMENT OF DUTIES: An employee in this class receives, processes and prioritizes police emergency incident information and dispatches the appropriate services to respond to the incident in conjunction with the enhanced 9-1-1 telephone emergency answering service and computer-aided dispatch (CAD) system; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs responsible work in the Police Services Section of the Emergency Communications Division. The work involves receiving and processing emergency incident information, triaging the information, and assigning and coordinating the appropriate police units necessary to respond to the incident. This employee utilizes a CAD system, an Automatic Vehicle Locator (AVL) Computer system, associated terminals, printers, various radio systems and other computerized information systems. The employee serves as liaison with local, state, regional and federal law enforcement agencies and other public safety agencies. The employee must maintain proficiency standards and certifications for police, fire, and medical protocols, a basic telecommunicator course and other continuing education requirements. Work is performed under general supervision and in accordance with standard operating procedures.

The position of Telecommunicator III - CTO shall also be subject to the following provisions:

- (1) The Telecommunicator III - CTO rank may be lost by an unsatisfactory performance evaluation and/or serious disciplinary action.
- (2) The Telecommunicator III - CTO rank, once obtained and lost by an unsatisfactory performance evaluation, would be reinstated once a satisfactory performance is obtained. In cases of serious disciplinary action, defined as any discipline warranting a suspension or above, the employee would be required to re-apply after two (2) consecutively satisfactory performance evaluations.

EXAMPLES OF WORK: (Illustrative only)

- Communicates with victims and witnesses of crimes to ascertain all pertinent information to ensure the safety of first responders;
- Receives, processes, and prioritizes emergency incident information;
- Dispatches and coordinates the appropriate police units necessary to respond to the incident;
- Maintains a constant update of all mobile units in service in the field including their status, location and conditions;
- Utilizes a variety of computer systems, printers, radios, and telephones to carry out the work;
- Works with the enhanced 9-1-1 system to research the origin of calls and initiates callback on disconnected calls;
- Coordinates, maintains, and disseminates a wide variety of logistical support information;
- Reviews operating procedures, reference materials, maps, directories, emergency and disaster plans, training information and other related information;
- Stays abreast of all procedures and protocols of individual police departments and other related agencies;

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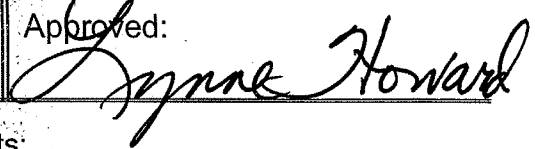
Page: 2 of 2

Date: 01/26/10

CLASS SPECIFICATION

Title: TELECOMMUNICATOR III – POLICE CTO

Approved:



- Provides information on special hazards to field units;
- Updates and maintains database files, such as premise history information, protocols, procedures, reference books, and other work-related information;
- Keeps records on incidents and statistics and prepares reports concerning the work;
- Responds to "Officer-in Trouble" alarms received through the AVL system and portable radio alarm system and coordinates the proper response;
- Participates in ongoing training sessions and critiques to include case review;
- Completes appropriate re-certifications, continuing education programs and examinations necessary to maintain required certifications;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Makes appropriate notification for additional required resources;
- Operates a personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Comprehensive knowledge of the geography, streets, roads, and highway system of New Castle County; good knowledge of federal and state regulations governing radio transmissions; good knowledge of public safety services; ability to multi-task and perform efficiently under stress with accuracy; ability to rapidly detect the nature and magnitude of emergencies; ability to speak in a clear, well-modulated voice in a calm and efficient manner; ability to work with computer systems and related equipment; ability to understand and follow procedures and protocols of numerous law enforcement agencies; ability to develop effective working relationships with others; ability type at least thirty (30) words per minute. ability to provide guidance and corrective action in a consistent and positive manner; ability to develop effective working relationships with others; ability to monitor and evaluate employee development; ability to act as a role model for other employees.

MINIMUM QUALIFICATIONS: Possession of a High School Diploma or GED and at least three (3) years experience at the level of Telecommunicator I and two (2) consecutive years of overall satisfactory performance evaluations and an overall performance rating of satisfactory or above in the year applying for the promotion. Any record of discipline that resulted in a suspension during the twelve (12) months preceding the application for promotion shall be reviewed to determine eligibility for promotion.

PREFERRED QUALIFICATIONS: Accumulate twenty-four (24) continuing education credits in a relevant course and active participation in a departmental workgroup or project which shall be defined by the Chief of Emergency Communications or his/her designee.

ADDITIONAL REQUIREMENTS: Must maintain certifications in police, fire and emergency medical, protocols and a basic telecommunicator course to include the training officer course. May be required to pass a Class III County physical and psychological examination and background check.

HISTORY OF REVISIONS:

Established: 01/26/10