



CITY OF FALLS CITY

2307 BARADA STREET, FALLS CITY, NE 68355
402-245-2851

POLICE DISPATCHER

WAGE RANGE:

POSITION SUMMARY:

Under immediate supervision of appropriate police personnel, or general direction of city Administration, performs police dispatcher duties. Note: Some personnel assigned some of these tasks (primarily radio operation) would carry the title of: Radio Operator.

RESPONSIBILITIES:

- Under direction, reports to appropriate Police personnel.
- Receives telephone calls and radio messages and transmits voice radio/phone messages to appropriate personnel.
- Exercises some judgment on work to be done.
- Receives telephone calls and other messages requiring action and transmits orders to appropriate law enforcement personnel.
- Uses standard operating procedure in sending and receiving radio and telephone messages.
- Monitors calls.
- Receives emergency calls and dispatches appropriate unit to handle emergencies.
- Processes and maintains a variety of logs, reports and records.
- When appropriate, notifies other stations or personnel of weather warnings and other emergencies.
- Provides paging service for volunteer ambulance and fire persons.
- May be required to assist in searches and other processes involving persons being detained.
- Serves at police counter and receives public.
- Prepares bicycle registration cards.
- May receive and account for some fees and fines.
- Enters data in and retrieves information from NCIC, NCIS and office computer.
- May be required to assist the public in preparing complaints and reports.
- Prepares incident reports.
- Maintains a number of files on crimes, incidents, arrests, vehicles, bicycles, and property.

- Maintains records on recovered property and evidence.
- Receives reports of stolen or missing property and similar incidents.
- Manage Salvation Army and ministerial association voucher system.
- Cleans work area; performs related work as assigned. Interacts with the public, other employees, and supervisors in a polite, calm and professional manner.
- As requested, runs errands within the city.
- May be transferred to assist other departments in performing other work.

REQUIRED SKILLS AND QUALIFICATIONS:

- Knowledge of current office procedures and equipment.
- Skilled in computer and radio operation.
- Ability to learn police procedures, speak clearly and concisely, work under stress, think clearly and quickly in emergency situations.
- Maintains confidential information.
- Communicates effectively with co-workers, trainees, the public and all supervisory personnel.

TRAINING AND EXPERIENCE:

Any combination of training and experience that will allow the incumbent to acquire the required knowledge, skills and abilities to perform the required tasks. At least two (2) years of progressively responsible experience as Radio Operator or Office Worker is desired prior to appointment to this position.

WORKING CONDITIONS:

Work performed by this position is performed primarily indoors, thus, no inclement weather is likely to be encountered; this job requires some light lifting; cumulative stress may be experienced. Normal work week is 40 hours. Call back to duty may be encountered to meet emergency response or extended work day requirements. Must have valid Nebraska driver's license.