

## Communications Specialist

Job Code	Job Title	Pay Grade
1723L1	Communications Specialist I	25
1724L1	Communications Specialist II	27
1725L1	Communications Specialist Supervisor	30

### CONCEPT:

Transmits and receives messages via two-way radio systems, data entry terminals (CRT), teletype, and telephone, to and from law enforcement or public safety personnel assigned mobile units and other stations on the communications network in accordance with regulations of the Federal Communications Commission.

### TASKS:

- Operates a base station two-way or multi channel radio systems and other receivers, in order to maintain continuous contact between officers and other law enforcement/public safety agencies; utilizes appropriate radio codes and phraseology.
- Operates a data entry terminal (CRT) or computerized data systems to send, relay and receive inter and intra-state information regarding wanted persons, stolen property, vehicle registration, and stolen vehicles. Uses the appropriate computer codes, formats, and policies.
- Accesses and operates various criminal justice computer systems (NCIC, NLETS, KCJIS, III, ALERT etc.) using proper codes and formats. Follows established rules.
- Maintains detail logs and records of law enforcement activity and required reports, in conformance with federal, state and agency policies.
- Answers incoming calls, receives and disseminate information regarding crimes, complaints, accidents, weather conditions, etc. Dispatches emergency services to include police, fire and ambulance as needed.
- Operates emergency communications systems during and after disaster incidents and other extreme conditions; monitors security alarms, National Weather Service teletype and computer weather notification services in order to dispatch the appropriate resources.

### LEVELS OF WORK

- Class Group consists of three classes.

**Communications Specialist I:** This is work transmitting and receiving messages to and from law enforcement or public safety personnel in accordance with regulations of the Federal Communications Commission. Emphasis at this level is placed upon receiving training and gaining experience.

**Minimum Requirement:** High school diploma or equivalent.

**Necessary Special Requirements:** Hearing must be correctable to a range that will allow normal radio and telephone conversation with field units. Vision must be correctable to a range that will allow reading of computer display terminals, maps and printouts quickly and accurately. Applicants must be free of felony convictions.

**Communications Specialist II:** Incumbents at this level may be assigned highly independent work as the only operator on an assigned shift and may have functional leadership responsibilities.

**Minimum Requirements:** High school diploma or equivalent and two years of experience in a Communications related field.

**Necessary Special Requirements:** Hearing must be correctable to a range that will allow normal radio and telephone conversation with field units. Vision must be correctable to a range that will allow reading of computer display terminals, maps and printouts quickly and accurately. Applicants must be free of felony convictions.

**Communications Specialist Supervisor:** Incumbents are assigned responsibility for directly supervising the operations of an assigned shift. Work also includes reviewing the work of assigned staff, develops work schedules, providing assistance as needed, evaluating performance, employee development, disciplinary actions and other related tasks.

**Minimum Requirements:** High school diploma or equivalent and two years experience as a Communications Specialist II or possess other comparable experience.

**Necessary Special Requirements:** Hearing must be correctable to a range that will allow normal radio and telephone conversation with field units. Vision must be correctable to a range that will allow reading of computer display terminals, maps and printouts quickly and accurately. Applicants must be free of felony convictions.

REF: 12/13

REV: 3/23

REV: 6/24