

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: SCHOOL POLICE & SECURITY DISPATCHER**

#### **BASIC FUNCTION:**

Under the direction of the Director of the Director of Safety and Security, provide dispatch functions and communicate with and monitor various law enforcement activities for Police & Security Services. Provide varied and responsible law enforcement support services; organize dispatch activities and coordinate flow of communications for the department; assure smooth and efficient dispatch operations.

#### **ESSENTIAL FUNCTIONS:**

Provide dispatch function, dispatching district police and security personnel and off-duty sheriff deputies operating a two-way radio system to communicate with and monitor law enforcement activities.

Maintain officer response records and record service call information.

Communicate with other departments, District staff and outside organizations as necessary, to coordinate activities and exchange information; assure smooth and efficient office operations.

Compile information and prepare and maintain a wide variety of data and reports according to established procedures and time lines; process a variety of forms and applications pertinent to the assignment.

Establish and maintain various departmental records and files; sort, file and purge materials according to established procedures; release information from files to authorized personnel and outside agencies as appropriate.

Type letters, reports, memoranda, contracts, legal documents, records, forms and other materials from straight copy, rough drafts or oral instructions.

Operate a two-way radio and related security communications equipment.

Operate a variety of office equipment including a fax machine, copier and a computer and assigned software.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Modern dispatch practices, procedures and equipment.  
Operation of a computer and assigned software.  
Terminology, processes and operations of assigned office or program.  
Record-keeping techniques.  
Telephone techniques and etiquette.  
Research methods and report preparation techniques.  
Applicable laws, codes, rules and regulations related to assigned activities.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Interpersonal skills using tact, patience and courtesy.  
Oral and written communication skills.  
Budgeting practices regarding monitoring and control.  
Methods of collecting and organizing data and information.  
Business letter and report writing techniques.

**ABILITY TO:**

Make sound judgments in urgent and emergency situations.  
Speak in a clear and concise manner.  
Learn standard broadcast procedures and FCC rules regarding law enforcement transmissions.  
Learn radio codes used by local law enforcement agencies.  
Read and interpret area maps and identify geographic locations.  
Dispatch and coordinate communications and personnel as necessary.  
Operate a two-way radio and related security communications equipment.  
Operate a variety of office equipment including a computer and assigned software.  
Interpret, apply and explain laws, rules, regulations, policies and procedures.  
Learn District organization, operations, policies and objectives.  
Maintain confidentiality and demonstrate discretion and diplomacy.  
Work independently with little direction.  
Prioritize and schedule work.  
Understand and work within scope of authority.  
Type at a minimum of 35 words per minute from clear copy.  
Train and provide work direction to others.  
Complete work with many interruptions.  
Establish and maintain cooperative and effective working relationships with others.  
Communicate effectively both orally and in writing.  
Maintain consistent, punctual and regular attendance.

Move hands and fingers to operate a computer keyboard and two-way radio.

Hear and speak to exchange information in person, on the telephone and two-way radio. Sit or stand for extended periods of time.

See to read a variety of materials.

Bend at the waist, kneel or crouch to file materials.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: graduation from high school and three years of clerical or secretarial experience involving frequent public contact. One year of law enforcement dispatch experience, or general telephone operator, transportation dispatcher, or military experience preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Must complete and successfully pass a P.O.S.T. dispatcher background investigation, medical examination and psychological assessment. Possession of or ability to successfully complete the Initial P.O.S.T. Certified Dispatcher course within the first six months of employment.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Constant interruptions.

Contact with dissatisfied or abusive individuals.

The Elk Grove Unified School District, Division of Safety and Security operates on a 24-hour, 7 day per week schedule and dispatchers may be required to work extended shifts, outside normal business hours, weekends and holidays.