

# Dispatcher

## Position Details

Class Code: 4150

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 47 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under immediate supervision, operates a radio system to dispatch and monitor movement of personnel/vehicles.

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## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Transmits information and dispatches personnel/vehicles by radio according to established procedures.
2. Monitors and records movement/locations of personnel and vehicles.
3. Receives radio/telephone reports of accidents, delays, and equipment breakdowns; determines necessary action(s).
4. Responds to telephone calls from public and determines necessary action(s).
5. Dispatches units and backup services as necessary, broadcasting information via radio.
6. Coordinates with other agencies in relaying information and instructions.
7. Monitors emergency frequency for robbery/burglary alarm and dispatches officers to proper locations.
8. Maintains activities log and completes paperwork properly.
9. Conforms to safety standards, as prescribed.
10. Performs other tasks related to the position, as assigned.

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## **Distinguishing Characteristics**

Operates a radio system to dispatch personnel and vehicles.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of office practices and procedures.
  2. Ability to maintain confidentiality of information.
  3. Ability to read maps and printouts.
  4. Ability to sit in place for long periods of time.
  5. Ability to type quickly and accurately.
  6. Ability to summarize/communicate information clearly and concisely.
  7. Ability to work rapidly/accurately with names, numbers, codes, and symbols.
  8. Ability to write clearly, legibly, and quickly.
  9. Ability to follow verbal and written instructions.
  10. Ability to work under pressure.
  11. Ability to retain and recall details.
  12. Recordkeeping ability.
  13. Ability to recognize/report hazards and apply safe work methods.
  14. Possess physical and mental stamina commensurate with the responsibilities of the position.
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## **Position Requirements**

### **Education, Training, and Experience**

1. High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.)
2. One (1) year of recordkeeping experience.

### **Licenses and Certifications**

A valid driver's license or state-issued identification card.

### **Preferred Qualifications**

None Specified.

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## Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
  2. Copy of a valid driver's license or state-issued identification card.
  3. Specific documented evidence of training and experience to satisfy qualifications.
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## Examples of Assigned Work Areas

Clark County School District facilities – schools and department offices.

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## Work Environment

### Strength

Sedentary/medium – exert force up to 50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

### Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

### Environmental Conditions

Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

### Hazards

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment.)

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## Examples of Equipment/Supplies Used to Perform Tasks

Computers, printers, telephones, calculators, copiers, fax machines, filing cabinets/equipment, etc.

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### AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

### Job Revision Information

- Revised: 08/15/23
- Created: 04/24/91