

JASPER COUNTY  
**JOB DESCRIPTION**

**TITLE: TELECOMMUNICATIONS/DISPATCHER**

**DEPARTMENT: Sheriff**

Date: October/November 2023

FLSA: non-exempt

Reports to: Communications Supervisor

**PURPOSE OF POSITION:** Receives and dispatches emergency and routine calls for police, fire, ambulance, and other emergency services by performing the following duties.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Receives and screens incoming calls for law enforcement, fire, medical, or other emergency services. Questions callers to determine location and seriousness of emergency and response needed.

Enters information into computer-aided dispatch system.

Operates two-way radio and/or other communications equipment to dispatch police, fire, medical, and other personnel, and equipment and to relay instructions or information to remote units.

Provides pre-arrival instructions to caller.

Coordinates police, fire, ambulance, and other emergency requests, relaying instructions to closest and most suitable units available

Relays information between hospital staff and emergency medical technicians at site or in ambulance. Provides preliminary first aid instructions before paramedic truck or ambulance arrives.

Transmits and receives messages between divisions of own agency and other law enforcement agencies. Monitors silent alarm systems, remote cameras, and other systems used to detect illegal entry and maintain security.

Contacts police officers to verify assignment locations, monitors dispatched units and, when necessary, serves as liaison with caller.

Enters, updates, and retrieves information from a variety of computer systems.

Answers or forwards non-emergency requests for assistance.

Tests communications and alarm equipment and backup systems to ensure serviceability.

**Supervisory Responsibilities:** This job has no supervisory responsibilities.

**Competencies** - To perform the job successfully, an individual should demonstrate the following competencies:

**Analytical** - Synthesizes complex or diverse information; Uses intuition and experience to complement data.

**Design** - Demonstrates attention to detail.

**Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

**Technical Skills** - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

**Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

**Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

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**Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions.

**Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

**Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

**Judgment** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

**Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

**Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

**Quantity** - Works quickly.

**Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

**Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

**Attendance/Punctuality** - is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

**Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals.; Completes tasks on time or notifies appropriate person with an alternate plan.

**Qualifications** - To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience** - High school diploma or general education degree (GED); and one-year related experience and/or training; or equivalent combination of education and experience. Prior Emergency Services preferred.

**Language Skills** - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**Mathematical Skills** - Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

**Reasoning Ability** - Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

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**Computer Skills** - To perform this job successfully, an individual should be able to type commands on a computer keyboard to update systems; tests communications equipment and backup systems to ensure serviceability.

**Certificates, Licenses, Registrations** - The following certifications will be required for the selected candidate to achieve within six (6) months of employment: NCIC Certification, Basic Iowa Systems Training, Emergency Medical Dispatch Certification, 40 Hour Telecommunication Schooling.

**Physical Demands** - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. Specific vision abilities required by this job include close vision.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

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Employee signature	Date	Department Head	Date
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Jasper County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.