

Subject: **Level I Telecommunicator Job Description**

Purpose: Create Job Description for Level I Telecommunicator

Responsibility: Level I Telecommunications Personnel

Procedure: **General Responsibilities Shall Include:**

Receives calls for emergency services and dispatches the appropriate emergency response units to respond to the calls.

Position Title: Level I Telecommunicator

Status: Non-exempt

Immediate Supervisor: Communications Director, Communications Supervisor, or the highest ranking Telecommunicator on duty.

Date of Adoption

Director

Duties:

1. Receives calls for emergency or routine services; questions callers to obtain information required to dispatch emergency response units properly.
2. Determines the appropriate emergency response units by checking resource references materials (CAD, Maps, etc); notifies the appropriate units of the type of call, location, and other available information.
3. Provides any additional or updated information to all field units throughout the dispatch, response, and on scene phase of the call.
4. Monitors radio reports and requests for information or assistance from field units responding to calls.
5. Uses resources available, ACIC, CAD, etc, to obtain information required by field units.
6. Notifies other agencies of calls which may affect those agencies or require additional services; dispatches routine calls to the proper agencies, notifies utility companies of situations which may involve disruption of service or utility equipment.
7. Performs tests of radio and telephone equipment at assigned intervals; notifies supervisor and repair personnel of equipment malfunction.
8. Maintains and updates records regarding equipment tests, street closings and run books; notifies affected field units of street closings.
9. Monitors National Weather Service radio and MAC Call channel and notifies the appropriate agencies and personnel of reports received.
10. Notifies additional service agencies such as wrecker, utilities, etc, as requested by field units.

11. Passes on any information involving an emergency or routine call which the shift supervisor may need to be aware of.
12. Provides emergency medical assistance (EMD) via the telephone until summoned EMS units or area responders arrive on the scene. (If properly trained)
13. Obtains and transmits ACIC/NCIC information needed by field units.
14. Write narrative reports documenting problems or unusual situations to be delivered to and reviewed by the Communications Director.
15. Notify the Communications Director of any equipment or system failure.
16. Notify the Communications Director of all major or news worthy events occurring in Garland County.
17. Pass on any information which may be pertinent to the Telecommunicator relieving you at shift change.
18. Performs other related duties as required.

Skills, Knowledge, abilities and Minimum Requirements:

Due to the nature of the 9-1-1 Emergency Communications profession, all applicant / Employees seeking TC Level II status will be required to:

1. Be a minimum of 18 years of age.
2. Have a high school diploma or GED.
3. Have no criminal convictions excluding minor traffic violations.
4. Possess a basic knowledge of computer applications.
5. Be able to type 30 words per minute with a maximum of 5 errors.
6. Have good verbal and written communications skills.
7. Must be a certified 9-1-1 Telecommunicator, or able to obtain within 1 year.
8. Must be ACIC certified, or able to obtain within 1 year.
9. Participate in and test negative for drug and alcohol use on a pre-employment and random basis.
10. Work any shift.
11. Work weekends and holidays.