

**KINGMAN COUNTY SHERIFF'S OFFICE  
120 NORTH SPRUCE  
KINGMAN, KANSAS 67068**

**COMMUNICATIONS OFFICER  
PART TIME**

**Benefits Package Guide**

**PAY: EVERY TWO WEEKS**

- **GRADE 10 PART-TIME APPRENTICE  
COMMUNICATIONS STARTING WAGE: \$17.46/hour**
- **GRADE 11 PART-TIME CERTIFIED  
COMMUNICATIONS OFFICER  
STARTING WAGE: \$17.95/hour**

**OVERTIME: AFTER 40 HOURS A WEEK**

**BENEFITS: NONE**

***SECTION 3***

***JOB DESCRIPTION***

**Part-time Communications Officer**

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Department: Sheriff

Approved: 08-21-2014

Division: Dispatch

Class: Part-time

FLSA: Non-Exempt/Hourly

Pay Grade: 11

Hours of work: Shift work, weekend, and holiday work may be required

Benefits: No County Benefits

**Position Summary**

Under the supervision of the Chief Dispatcher, this position is responsible for the daily operation of the communication center. This is very specialized work in receiving calls for assistance, dispatching, and coordinating responding public safety agencies. This employee must act quickly, efficiently, calmly, and accurately in dispatching and processing calls and in sending proper personnel and equipment. This position may require the employee to work rotating shifts, week-ends, holidays, and overtime. All work will be performed in accordance with the established policies, rules, regulations, guidelines, and practices of the department.

This position may also require the employee to assist in the operation of the detention facility. This may include, but not be limited to monitoring and searching prisoners. This position may also require the employee to assist in the operation of the Sheriff's Office. This may include but is not limited to, keeping of records, typing, clerical, cleaning, training, and other duties as assigned.

**Distinguishing Features**

- Differs from the Communications Officer as there are no benefits.
- Differs from the Communications Officer as there is no established work schedule.

### **Essential Functions**

- Receive calls from the public and accurately assign their requests for police, fire, EMS and other allied public safety resources;
- Dispatch appropriate units and resources to police, fire, EMS and other public safety incidents;
- Provide communications coordination of public safety resources;
- Accurate and timely utilization of county computer-aided dispatch system for complaint taking, location verification, resource dispatching, and coordinating public incidents;
- Transmission and retrieval of information through county, state and federal law enforcement data networks;
- Accurate recording of information on a variety of forms, logs, and computer screens;
- Responsible for the maintaining, cleaning, care, handling and / or operation of city or county property, including building;
- Assist detention officers in monitoring inmates and searching inmates as needed;
- Responsible for assisting other communication officers and in the training of new officers;

### **Requirements:**

- Shall be familiar with public safety dispatch operation, policies and procedures;
- Shall be familiar with and follow the proper guidelines concerning the dissemination or Criminal History Record Information (CHRI) material;
- Shall maintain a thorough knowledge of the geography of the County and Cities within the county, including the names of streets, roads, highways, landmarks, business locations and trouble spots;
- Shall be familiar with radio broadcasting rules and guidelines and accurately applying them;
- Shall have a working knowledge of radio and telephone communications equipment, operating them quickly and accurately;
- Shall have knowledge of state and community resources available to the dispatcher and the willingness to initiate their use and share the information with others;
- Considerable knowledge of the department's records and reporting systems;
- Knowledge of Federal Communication Commission rules and regulations governing operation of a radio transceiving equipment, phone systems and E-911 equipment.

### **Skills:**

- Ability to establish and maintain effective working relationships with employees, officials and the public;
- Ability to understand, read, write (spell), and speak English, clearly and distinctly;
- Ability to use computer, typewriter and must be able to type with an accuracy of 90% at least 30 words per minute;
- Must have the ability to work under pressure, exercise good judgment, react quickly and make accurate and sound decisions in emergency and non-emergency situations;

- Ability to read and discern liquid crystal displays offering very little brightness/darkness contrast, standard monochrome and color CRT display screens, printed material that has been reduced to less than normal size type and multi-colored indicator lights;
- Work in an environment where the ability to hear and react to multiple and simultaneous sounds and visual sources are critical;
- Must have ability to remember numerous details and quickly recall essential information;
- Ability to read, understand and convey information found on maps;
- Must have the ability to accurately perform multiple tasks, simultaneously if necessary;
- Shall possess the following attitudes as a professional Communication Officer: ability to concentrate, emotional control, assertiveness, must be a team player, flexible, display initiative, be diplomatic, decisive, display maturity, stability, good judgment, be accurate, detailed and responsible;
- Ability to operate computer equipment and operate all audio/visual display equipment;
- Ability to read and correctly respond to computer graphic displays from Control Center equipment;
- Ability to correctly operate all audio/visual displays;
- Knowledge of the practices and guidelines of the protection and safekeeping of prisoners and staff;
- Ability to understand and carry out oral and written orders;
- Ability to deal firmly and equitably with prisoners.

**Tools and Equipment:**

- Radios;
- Computers;
- Telephones.

**Qualifications:**

- Must be willing to attend the necessary training in order to maintain efficiency in his/her job performance and to certify in dispatch training.
- Must be certified in the use of NCIC within six months after employment.
- No felony or serious misdemeanor convictions.
- Meet all requirements established by State of Kansas to operate the Kansas ASTRA computer system.
- Must be of high moral character as displayed by the law enforcement Code of Ethics.
- No record of criminal conviction.
- Physically and mentally capable of handling duties,
- Availability for shift work.
- Flexibility for overtime assignments.
- Successfully complete and maintain operator qualifications for local, state and Federal computer system.
- Must be willing to work assignments on short or no notice.

**Experience and / or Education:**

- High school diploma or equivalent.

**Supervision:**

"Under general supervision..." Employees working under general supervision usually receive some instructions with respect to the details of most assignments and use work sequences within established procedures, methods and policies.

**Physical Demands:**

The physical demands described here are representatives of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to use hands and fingers to manipulate various computer and electronic input devices. The employee must be able to sit for extended periods. The employee is required to speak clearly and hear well. The employee is occasionally required to stand, walk, climb, stoop, kneel, crouch or crawl. The employee must be able to lift and move 10lbs. The employee must have natural or corrected vision adequate to view close objects, focus in dark surroundings and clearly view computer screens for extended periods and able to identify colors.

**Work Environment:**

The work environment described here is what an employee will encounter while performing the essential functions of the job. This position requires the ability to react quickly, logically, and with confidence in emergency situations. High tension, fast-paced work is a factor.

The physical environment requires the employee to work indoors, at a computer console for up to 12 hours. Employees are frequently exposed to loud and stressful situations. Will be subject to call 24 hours a day.

**The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment of the position.**

**This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**



**Educational Licenses or Registrations (Attach copy of documents)**

Type	License/Registration Number	Issuing Authority	Issue Date	Expiration Date

**Work Experience** — List your last three employers or last three positions, starting with the most recent. Attach a summary or other pages if you want to include more positions.

Month & Year	Name/Address of Employer	Reason for Leaving	Paid Employment Unaid Experience
From: _____ To: _____			O Full-time O Part-time Number of hours per week: End in Pa \$ er

Title: \_\_\_\_\_ Duties: \_\_\_\_\_

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Titles & number of employees you supervised, if any \_\_\_\_\_

\_\_\_\_\_ Date you began supervising:

Month & Year	Name/Address of Employer	Reason for Leaving	Paid Employment Unaid Experience
From: _____ To: _____			O Full-time O Part-time Number of hours per week: End in Pa \$ er

Title: \_\_\_\_\_

Duties: \_\_\_\_\_

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Titles & number of employees you supervised, if any \_\_\_\_\_

\_\_\_\_\_ Date you began supervising:

Month & Year	Name/Address of Employer	Reason for Leaving	O Paid Employment CI Unaid Experience

From: _____ To: _____			<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Number of hours per week: _____ Ending Pay \$ _____ per
Title: _____ Duties: _____ _____ _____ _____ _____			
Titles & number of employees you supervised, if any _____ Date you began supervising: _____			

2

Other employment (Account for all employment in at least the last 10 years)		
Name and Address of Company	Position held	Employment dates
Other Related Experiences Please describe here any other related professional certifications, honors, special skills, qualifications or experiences not mentioned elsewhere, i.e., equipment or machines operated, etc. _____ _____		
Computer Skills (name software and hardware) _____ _____		
References Include supervisors and persons we may contact to verify our performance and qualifications.		
Name _____  Your supervisor? Yes _____ No _____	Occupation _____ Organization _____ _____	Mailing address _____ _____ Phone (daytime) _____
Name _____  Your supervisor? Yes _____ No _____	Occupation _____ Organization _____ _____	Mailing address _____ _____ Phone (daytime) _____



Name _____	Occupation _____	Mailing address _____
Your supervisor? Yes _____ No _____	Organization _____	Phone (daytime) _____

**AFFIRMATION**

I affirm that the facts set forth above in my application for employment are true, correct, and complete to the best of my knowledge. I understand that I may be required to submit information not requested on this application form; that the employing department may verify any information provided by me in the employment process; and that incomplete information or omission of my signature is just cause for refecton of my application.

I understand and agree that, if hired, my employment would be contingent upon conditions specific to the position for which I am applying. I also understand that any omission of information, or erroneous information provided in any part of the employment process, would be sufficient cause for discharge.

\_\_\_\_\_

SIGNATURE OF APPLICANT

\_\_\_\_\_

DATE

KINGMAN COUNTY IS AN EQUAL OPPORTUNITY/VPE EMPLOYER