

WARRICK COUNTY SHERIFF'S OFFICE

ESSENTIAL JOB FUNCTIONS OF A TELECOMMUNICATIONS OFFICER

1. Knowledge of jail security procedures.
 - a. Be able to operate jail equipment such as door panel; PA system; monitor panel and be prepared to make minor adjustments when systems go down.
2. Communicate effectively and coherently over law enforcement radio channels.
 - a. Be able to monitor and transmit over law enforcement, emergency medical and fire channels.
 - b. Monitor several incoming sources of information at the same time, then direct information to its proper destination.
 - c. Obtain and maintain a working relationship with several outside agencies.
 - d. Have some working knowledge of upkeep and repair of radio room equipment.
3. Knowledge of standard English grammar, spelling and punctuation to effectively prepare call information.
4. Attend prescribed in-service and/or training programs for certification.
5. Obey all written and verbal commands and directions from the Sheriff, Chief Deputy, Supervisor over Communications and other Supervisors of the Warrick County Sheriff Office
6. Have working knowledge of, and training to properly operate Text Telephone/units designed for hearing impaired.
7. Have working knowledge of, and training to properly operate RACAL Wordsafe Recording system.
8. Have working knowledge of, and be IDACS certified.
9. Be mentally alert and physically able to move about work area as needed. Requires total audio and visual ability.
10. Read and comprehend legal and non-legal documents such as warrants, protective orders and restraining orders.
11. Acquire and maintain CPR certification.
12. Be able to read and decipher map coordinates/give map directions, and be able to communicate to officers and public, directions of map listing of county and cities.

13. Obtain and maintain a professional and courteous manner when dealing with the public, supervisors and fellow employees.
14. Take messages and set appointments for officers.
15. Be available to work extra hours to cover other shifts and assist in emergency situations.
16. Have general hazardous material information, and be able to relay information to fire departments as needed.
17. Be able to work in highly emotional and stressful situations without losing control.
18. Have working knowledge of and training to properly dispatch officers, medical personnel, and fire departments using the Computer Aided Dispatching system.
 - a. Moderate typing skills
 - b. Excellent eye/hand coordination
19. Be able to use FAX machine.
20. Be willing and able to make split second decisions using common sense, good judgment and willingness to take responsibility for your actions.
21. Testify in court proceedings as required.
22. Ability to appropriately respond to work from off duty status for emergencies.
23. Knowledge of standard English grammar, spelling, and punctuation to effectively prepare and complete departments reports within established department deadline, ability to maintain confidentiality of department information and reports.
24. Be able to collect money.
25. Extinguish small fires by using a fire extinguisher and other appropriate means.
26. Be able to have transportation to and from work in all types of weather.
27. Be able to change computer printer paper, ribbons, time clocks.
28. Light cleaning.
29. Be able to work any shifts.
30. Be able to work any holidays.

31. Being able to work weekends.