



San Bernardino City Unified School District Personnel Commission

Classification Specification			
Job Code:	0490	Work Year:	12 months
Job Family:	Protective Services	Salary Range:	37
FLSA Status:	Non-Exempt	HR/Day:	8
		EEOC Occupational Group:	9 – Police

PUBLIC SAFETY DISPATCHER

JOB SUMMARY:

Provides a wide variety of School Police Communications services involving radio and other means of communication, intrusion alarm systems, fire alarms, teletype, dispatching personnel, and clerical duties on a rotating work shift.

SUPERVISION:

Receives supervision from a Communication supervisor.
Exercises no supervision.

ESSENTIAL JOB FUNCTIONS:

Duties may include, but are not limited to, the following:

- Receives requests for school district law enforcement services and dispatches units via radio.
- Maintains contact with School Police department personnel in the field and at assigned school sites.
- Provides general phone reception for the School Police department.
- Runs warrant checks on subjects, registration checks on vehicles, property checks and student enrollment status using teletype and computer.
- Relays information and instructions to personnel in the field.
- Maintains accurate log of incoming service requests and action taken.
- Compiles statistical reports.
- Enters data into computer.
- Maintains files.
- Provides general information to the public and allied police agencies.
- Monitors silent alarm boards.
- Maintain a shift bulletin of service requests and actions taken.
- Performs related duties as required.

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Interpersonal communications techniques.
- Principles and procedures of basic record keeping.
- Basic computer operation.
- Modern office practices, procedures, methods, and equipment.
- English usage, spelling, grammar and punctuation.
- Learn the operation and care of equipment used in communication center.
- Learn and apply regulations, policies, and procedures.
- Learn the general San Bernardino geographical area.
- Speak clearly and concisely.
- Perform clerical duties, including the use of computer.
- Assess situations and exercise sound judgment.
- Type at a speed of 30 words per minute.
- Understand and carry out oral and written directions.
- Perform duties while in stressful and hectic situations Memorize and recall data.
- Communicate effectively, both orally and in writing.

- Interact with others with courtesy and respect.
- Understand follow oral and written instructions, work rules, regulations and procedures.
- Accept supervision and constructive criticism.
- Appear for work on time.

EXPERIENCE AND EDUCATION/TRAINING:

One year of fulltime work experience receiving requests for services and contacting service providers.

-AND-

High school graduation or the equivalent.

SPECIAL REQUIREMENTS:

- An offer of employment in this classification is contingent upon the results of a polygraph, certified POST background investigation and medical examination.
- Employees in this classification perform duties on three rotating shifts, including weekends and holidays.
- Must complete the P.O.S.T.-certified Basic Complaint/Dispatcher course within twelve months after the date of employment in this classification.

WORKING ENVIRONMENT:

The employee regularly works in an office environment; the noise level is moderately quiet although loud at time given the need to monitor multiple frequencies and communications by radio, telephone, and communications console. The employee must monitor communications console, alarms, and security cameras on a continuing basis.

PHYSICAL LEVEL 1: MINIMAL:

Positions in this physical level may require the following physical demands:

Stand and walk for extended periods of time, sit at a desk or computer terminal for extended periods of time; use a mouse and keyboard for extended periods of time, if at a computer terminal; lift, carry, move, transfer, and position objects weighing up to 35 pounds; manipulate hands and fingers to operate office equipment; reach overhead, above the shoulders, and horizontally; bend at the waist, kneel, stoop, and crouch; see to monitor work environment and accomplish assigned tasks; hear and speak clearly for information exchange.

Persons with certain disabilities may be capable of performing the duties of the class. Such determination must be made on an individual basis by the District's medical examiner taking into consideration the nature of the disability, prosthetic aid, available accommodations and the duties of the position.

APPOINTMENT:

Persons appointed to this position must successfully complete a one (1) year (or 228 working days of paid service) probation period prior to permanent appointment.