

**City of Sallisaw
Job Description**

Job Title: Dispatcher-Jailer

Exempt (Y/N): No
Date: August 2013

Department: Police
Reports To: Dispatcher-Jailer Supervisor

SUMMARY

The incumbent is responsible for dispatching police, fire and EMS calls. Also dispatches calls for city electrical and water departments after hours. Receives 911 emergency and general calls and dispatches appropriate personnel. Incumbent books and processes city inmates as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

1. Receives and transmits radio traffic with officers, fire department, and electric and water departments on a daily basis.
2. Receives emergency calls and dispatches police, fire and EMS.
3. Activates emergency storm sirens as needed.
4. Pages electric, water and street departments for after-hours repairs.
5. Communicates with local and nationwide law enforcement agencies.
6. Maintains and enters in computer daily logs for dispatch, jail, fire, electric, water, wrecker, mileage, funeral escorts and criminal history.
7. Inputs daily calls in computer system to assist officers on reports.
8. Updates dispatch and jail logs.
9. Books and processes inmates with hourly jail checks.
10. Prepares inmate meals and issues proper medication as needed.
11. Monitors inmate activity in jail areas.
12. Supervises inmates while out working in the public.
13. Transports inmates to other agencies, court and hospital.
14. Physically takes and/or removes inmates from cell or booking area if necessary.

15. Appear for scheduled work with regular, reliable, and punctual attendance.

16. Performs other duties as assigned.

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). Prefer six (6) months related experience and/or training; or equivalent combination of education and experience.

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 communicate clearly and concisely, orally and in writing; ability to respond to questions from employees, clients, customers and the general public. Must be able to maintain a cooperative working relationship with other departments and personnel of the city.

INTERNAL AND EXTERNAL COMMUNICATION

Contacts within the department or office such as those required in coordination of effort or frequent contacts with other departments or offices, generally in normal course of performing duties. Frequent contacts with public and patrons on routine matters.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

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.

CERTIFICATES, LICNESES, REGISTRATIONS

Certified Terminal Operator with Oklahoma Law Enforcement telecommunications systems, Jailer Certification Training. Must have a valid Oklahoma drivers license with driving record suitable to the City's insurance carrier.

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 talk and hear. Position requires the incumbent to sit at a computer/radio/telephone for extended periods of time. The employee must be able to stand; walk; use hands and fingers; reach; climb; balance; stoop; kneel; crouch; and crawl. The employee must be able to lift 50 pounds. Specific vision abilities required by this position include; close, distance and color vision, depth perception, peripheral vision and the ability to adjust focus.

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.

While performing the duties of this position the incumbent typically works indoors. Incumbent could be exposed to communicable disease(s) and/or caustic chemicals/chemical fumes during the booking of inmates. The noise level in the work environment is usually moderate.

** A pre-employment drug test is required.

Approved:  _____
City Manager

Date: 2/9/2022

Date Modified: 11/14/2014; 02/09/2022