

PINELLAS COUNTY SCHOOLS  
FLORIDA

PCSB: 6470  
Pay Grade: D08

FLSA: Non-Exempt

**DISPATCHER**

**MAJOR FUNCTION:**

Performs skilled clerical work in accurately and effectively receiving, screening, scheduling, and dispatching personnel over a central communications system. Work is performed under general supervision and in accordance with departmental rules and regulations, but much initiative and responsibility is exercised independently.

**DUTIES AND RESPONSIBILITIES:**

- Operates radio and telephones; receives inquiries and requests for assistance and information.
- In a clear, concise and courteous manner, dispatches information and/or personnel to appropriate locations; maintains contact with personnel and mobile units in the field.
- Prepares and maintains logs and records of radio and telephone communications; prepares statistical summaries; maintains and utilizes files.
- Applies knowledge of Federal Communications Commission regulations and communication equipment.
- Meets emergency situations in a calm and intelligent manner; communicates orally in a clear and concise manner.
- Performs related work as required.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a GED and one (1) year office experience.

**PREFERRED:**

Office experience in communications or radio operations.

ISSUED: 8/79 SSN; REVISED: 1/80 SSN; FORMAT REVISED: 3/88; MQ'S REVISED: 2/93 PBL; BOARD APPROVED: 2/24/93; REVISED WC: 5/04 LM.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

## DISPATCHER

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds	X				
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time		X			
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending				X	
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors		X			
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van		X			
27. Other physical, mental or visual ability required by the job	X				