

PINELLAS COUNTY SCHOOL BOARD  
FLORIDA

PCSB: 6476  
Pay Grade: D12

FLSA: Non-Exempt

**SENIOR POLICE DISPATCHER**

**MAJOR FUNCTION:**

Performs responsible technical communication and security work in supervising the operation of the Communications Center of the Pinellas County Schools Police Department. Primary responsibility is the efficient operation of the Communications Center. Work is performed under general supervision of the Chief, Schools Police, and is reviewed through conferences and work records.

**DUTIES AND RESPONSIBILITIES:**

- Supervises operation of the Communications Center of the Pinellas County Schools Police Department.
- Trains, schedules, and prepares payroll for all Police Dispatchers.
- Supervises and maintains all departmental files and records; processes legal documents, police reports, and arrest referrals prepared by officers.
- Compiles information for crime reporting.
- Monitors the National Broadcast Emergency System for emergency broadcast to schools.
- Maintains current Federal Communications Regulations, an up-to-date log of the Intrusion Alarm/Card Access System, code slips, and emergency phone listings.
- Coordinates information with other communications agencies, officials and police departments.
- Operates radio command post in response to critical incidents and reacts quickly and calmly in emergencies.
- Applies considerable knowledge of school locations and surrounding areas; of rules, regulations and procedures for dispatching and controlling work; of methods and practices of operating communications equipment.
- Performs related work as required.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a GED plus a minimum of three (3) years experience in the communication/dispatching field. Within six (6) months of employment, incumbent must obtain FCIC certification.

**PREFERRED:**

Previous supervisory experience in a communications center.

ISSUED: 10/01 AK; REVISED MF, D&R, MQs: 9/02; BOARD APPROVED: 9/24/02; WC REVISED: 8/04 AK.

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.

**SENIOR POLICE 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				

Senior Police Dispatcher - PBA