OKLAHOMA BUREAU OF NARCOTICS AND DANGEROUS DRUGS CONTROL

VACANCY ANNOUNCEMENT

CLASSIFIED POSITION

Opening Date: June 11, 2013 Closing Date: June 25, 2013

(OPM-92 Approval Pending)

Job Family / Code:	**LAW ENFORCEMENT COMMUNICATIONS SPECIALIST G15A**
Position Number:	47700058
Posting Number:	13-5
Pay Band / Salary Range:	G / 2,745.89 per month (this includes shift differential)
Number of Vacancies:	1
Work Location:	OKC Headquarters
Division:	Diversion/Communications

Application Filing Procedures: Please visit the HCM website at jobaps.com; Applicants will need to apply on line, meet qualifications, test and be selected from the roster for the interview process. Please contact HR if you need further detail. 405-530-3145.

Applicants who have permanent status or reinstatement eligibility in the classified service will be considered for this position as explained per this announcement.
Please apply on line and test through OPM.
● Complete and fax to the HCM HR office an OPM Personal Data Summary Sheet (OPM-4B) by the closing date of this post call (405) 521-2171 or e-mail **jobs@omes.ok.gov**.

Requirements: Written and typing test administered by HCM. Non-OBN applicants must pass a background investigation, drug screen and polygraph examination. **The selected applicant must be willing to accept rotating shift assignments.** A trial period may be required.

Education and Experience Requirements: Requirements at this level are six months of experience as a communications dispatcher or an equivalent combination of education and experience, substituting fifteen semester hours of college for the required experience. The job family descriptor is attached.

Major Work Duties: Operates 2-way radio and telecommunications equipment, including HIDTA, OLETS, NLETS, NCIC, and OBN computer systems; responds to and directs local, state, and federal incoming calls for service; maintains all logs; maintains OBN case records and intelligence records; monitors all security cameras; controls security access to OBN areas; assists Registration; acts as after-hours emergency call-out service for the State Fire Marshals Office. Once hired, must attend OLETS Operator course to become certified.

Application materials must be received by 5 p.m. on the closing date. Send OPM-4B if needed to:
Human Resources ● 419 N.E. 38th Terrace ● Oklahoma City, OK 73105 ● Phones: 405-530-3145
Fax: 405-530-3889

An Equal Opportunity Employer

LAW ENFORCEMENT COMMUNICATIONS SPECIALIST, #G15

BASIC PURPOSE:

Positions in this job family are assigned responsibilities involving the operation of communication equipment in a law enforcement communication center and in providing information to law enforcement officials, other agencies and the general public.

TYPICAL FUNCTIONS:

The essential functions in this job family will vary by level, but may include the following:

- Operates radio communication equipment and receives and dispatches radio messages on an assigned shift; provides a communications link for personnel in the field or agency headquarters, other law enforcement officials and related emergency services
- Operates teletype and computer system to obtain information through the Oklahoma Law Enforcement Telecommunications System (OLETS), National Law Enforcement Telecommunications System (NLETS) or National Crime Information Center (NCIC).
- Interprets and relays information to field personnel concerning wanted persons, violations of laws and other criminal activities.
- Researches criminal history information as required, including International Police Organization (INTERPOL) data available through the various systems.
- Makes immediate decisions on a wide variety of information received through various sources and disseminates to field personnel, agency officials and other law enforcement agencies as appropriate.
- Maintains written records and logs of shift activities.
- Composes and releases messages concerning accidents, emergencies, hazardous materials, incidents, weather conditions and similar situations to field offices, news media and other law enforcement, civil defense and emergency services.
- May serve as a member of screening boards in matters related to promotions, hiring, reinstatement and disciplinary actions.
- Monitors security within the communications center or the facility.
- Provides coordination between law enforcement agencies during official operations.

LEVEL DESCRIPTORS:

The Law Enforcement Communications Specialist job family has two levels which are distinguished based on the type and complexity of work, expertise required to perform assigned duties and the responsibility for the supervision of others.

Level I Code: G15A Salary Band: G

This is the career level of this job family where incumbents are assigned responsibilities at the full performance level, performing highly responsible work in the operation of communication equipment in a law enforcement communication center. Incumbents at this level may be assigned highly independent work as the only operator on an assigned shift.

Knowledge, Skills and Abilities required at this level include knowledge of Federal Communications Commission rules and regulations concerning radio communications; of OLETS, NLETS, and NCIC operating manuals; of state and federal laws concerning use of criminal records; of agency communications policies and procedures; of office practices and procedures; and of spelling, punctuation and grammar. Ability to express ideas clearly and concisely, both orally and in writing; to operate radio and telecommunications equipment; to maintain effective working relationships with others; to maintain operating efficiency under emergency and stressful conditions; to follow complex written instructions; and to type accurately from plain copy at the rate of twenty-five words per minute.