

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.

Education and Experience required at this level consists of six months of experience as a communications dispatcher; an equivalent combination of education and experience, substituting fifteen semester hours of college for the required experience.

Level II**Code: G15B****Salary Band: I**

This is the leadership level of this job family where incumbents are assigned responsibility for directly supervising the operations of an assigned shift and will directly supervise dispatchers who support the operation of a law enforcement communication center. This includes reviewing the work of assigned staff, providing assistance as needed, evaluating performance, employee development, disciplinary actions and other related tasks.

Knowledge, Skills and Abilities required at this level include those identified in Level I plus knowledge of state and federal traffic and criminal laws and regulations and restrictions on use of criminal records; of supervisory principles and practices; and of training methods and practices; and ability to express ideas clearly and concisely, both orally and in writing; to exercise sound judgment in complex situations and adopt appropriate courses of action; and to instruct and supervise the work of others.

Education and Experience requirements at this level consist of those identified in Level I plus one additional year of experience as a communications dispatcher in a law enforcement communications center.