

**CITY OF HOMER  
JOB DESCRIPTION AND SPECIFICATIONS**

<b><u>PUBLIC SAFETY DISPATCHER I</u></b>			
<b>Department:</b>	Police	<b>Sub-Department:</b>	Dispatch Operations
<b>Reports To:</b>	Lead Dispatcher	<b>Backed Up By:</b>	PS Dispatcher II's
<b>Supervises:</b>	None	<b>Backs Up:</b>	PS Dispatcher II
<b>Pay Range:</b>	8	<b>Classification:</b>	Full Time/Regular

**GENERAL FUNCTIONS**

Receive and assimilate calls of administrative and emergency nature for police, fire/ambulance, state troopers, fish and wildlife protection, and state parks. Occasionally responsible for welfare of prisoners. Performs all clerical duties as required for police, state troopers, and fish and wildlife protection. Responsible for dispatching all pertinent call information to appropriate officer or agency.

**JOB FUNCTIONS AND MAJOR ACTIVITIES**

1. Operates as sole communications officer for the Homer Police Department, Homer Volunteer Fire Department, and other agencies. Receives and dispatches calls critical to life and property on a routine basis for the Homer Police Department; Homer, Anchor Point and Seldovia Volunteer Fire Departments; Alaska State Troopers; Seldovia Police Department; Fish and Wildlife Protection; and Alaska State Parks. Operates a multi-channel VHF radio with telephone patch and page capabilities. Maintains handwritten log on all radio communications.
2. Operates incoming telephone switch system for Homer Police, Southern Kenai Peninsula 9-1-1 system, and South Peninsula Hospital Hot Line.
3. Operates State of Alaska computer terminal requiring strict security clearance, accessing Alaska Public Safety Information Network (APSIN) and National Crime Information Center (NCIC) records. Enters and clears arrest warrants, stolen property, missing persons and runaway juveniles. Disseminates information as allowed under rules and regulations set forth by those agencies.
4. Prepares all correspondence from general outline of content and occasionally composes correspondence without assistance or direction. Prepares press releases for approved dissemination. Burns CD's with case file audio files, photo files and other associated electronic media files. Prepares HPD case files for D.A., and ensures smooth efficient paper flow. Keeps proper filing systems for all record keeping. Operates several micro-computer stations used for word processing, statistics and record keeping functions.

Received: \_\_\_\_\_ Approved: \_\_\_\_\_  
Employee: \_\_\_\_\_ Dept Head \_\_\_\_\_ Personnel \_\_\_\_\_ City Manager \_\_\_\_\_ (1-07)

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5. Performs receptionist duties and is responsible for maintaining proper public contact at the Homer Police Department. Provides the public with general information and directions. Screens visitors to the department.
6. Assures that all reported incidents and arrests are recorded and properly maintained to insure their proper flow through the law enforcement/criminal justice systems. Assures all reports on criminal cases are properly compiled and approved for dissemination to appropriate agency. Logs dates sent and prepares all copies of the reports to expedite their delivery.
7. Performs duties as corrections officer in monitoring prisoners, serving prisoner meals, maintaining security of the cell block, and seeing to other needs of the prisoners in the absence of the Community Jail Officer. Female dispatchers have the added duty of assisting male officers in pat down searches of female prisoners. As corrections officer, detailed records are kept of all prisoner contacts. As dispatcher, is responsible for obtaining jail guards in cases of incapacitated persons, maintaining the observations records for same, and notifying officers in case of emergency.
8. Monitors all alarm panels. Notifies appropriate on-call employee in event of emergency. Dispatches proper agency/officer to security alarms reported by outside security agencies.
9. Performs other related duties as directed by the Lead Dispatcher.

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**SKILLS, KNOWLEDGE AND ABILITIES**

Two years experience in clerical duties with considerable public contact required. Accurate keyboarding skills to 50 wpm required. Some knowledge of modern computers with current software required. Must be able to prioritize emergency calls and work in a stressful environment. Ability to monitor several tasks at once. High school diploma or GED required.

**DECISION MAKING RESPONSIBILITIES**

Responsible for decisions which may involve loss of life or destruction of property. Responsible for maintaining confidentiality in police investigations and procedures. Must be bondable. Activities are a major source of potential liability to the city. Minor budget authority at unit level.

**SUPERVISORY AUTHORITY**

None.

**EXTERNAL VISIBILITY/CONTACT**

High frequency of contact with general public. Low frequency of contact with key city personnel. Moderate contact with governmental officials. Infrequent attendance at public meetings and contact with key service personnel.

**WORKING CONDITIONS**

Moderate frequency of exposure to hazardous working situations in dealing with prisoners in jail atmosphere. Infrequent exposure to adverse weather conditions. Irregular hours on various shifts. May be required to work holidays and overtime. On call status may require reporting to work at unusual times with minimum notice.