

POLICE COMMUNICATIONS AND RECORDS SUPERVISOR

Code No.: 6-16-029
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an important supervisory position involving responsibility for controlling and maintaining the communications and record keeping functions of the Police Department. The employee receives direct supervision from the Headquarter's Lieutenant or other higher ranking personnel. Direct supervision is exercised over clerical and dispatch personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other duties may be performed although not listed.)

Maintains control over all department records;

Supervises, trains, and schedules public safety dispatchers;

May assist department head with administrative duties;

Plans, assigns, and reviews clerical work and instructs employees in the duties of specialized clerical work;

Prepares departmental reports;

Orders and controls distribution of traffic tickets;

Maintains control of warrant information in city/county and NYSPIN computer;

Assists in department budget preparation;

Controls input information to NYSPIN computer.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of office practices, procedures, equipment and terminology; good knowledge of the functions of government and the complex relationships between departments and other public and private agencies; working knowledge of account keeping and budget control, working knowledge of the operation of radio equipment; skill in dispatching; ability to communicate effectively both orally and in writing; ability to function effectively in emergencies; ability to follow complex oral and written directions; ability to organize, assign, coordinate and review the work of clerical subordinates; ability to readily acquire familiarity with departmental organization, function, laws, policies, rules, and regulations; ability to deal effectively with the public; initiative; tact; honesty; courtesy; good voice and hearing; excellent judgment; health commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and one (1) year of full time experience or its part-time/ volunteer equivalent in radio transmission for a public or private communication, security, or emergency agency; OR,

- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Criminal Justice, Security Administration, or Electronic Technology and two (2) years of experience as described in (A) above.

Note: An Associate's degree is the minimum educational requirement.

Special Qualifications: Depending on position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: July 9, 1981

W.P.