



Job Specification

Job Title: Public Safety Dispatcher I
BCAT Code: 510X DA
Pay Grade: G08

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Non-Exempt

General Description

Performs entry-level work in the police communications center. Work involves contact with all public safety officers, and involves following established policies and procedures.

Examples of Duties

- Answers the emergency phones and radios in the police communications center, and dispatches police officers via police radio as the report or complaint dictates.
- Maintains various logs, and forms of all calls, reports, or complaints according to standard police procedures.
- Dispatches appropriate personnel for reports of incidents or complaints.
- Greets the public and provide information about the campus.
- Receives incoming telephone calls from callers seeking general information about school closures, department hours, etc.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of the GSU campus.
- Knowledge of police dispatch procedures and functions of a police department.
- Effective oral and written communication skills.
- Ability to work under stressful situations.
- Ability to work independently, and perform assignments through oral and written instructions, and/or specific policies and procedures.
- Ability to deal professionally and courteously with the public and police personnel on the phone and police two-way radio.

Minimum GSU Hiring Standards

High school diploma or GED, no felony convictions. Must be able to pass a thorough background investigation and take a pre-employment drug screen. Prefer six months dispatcher experience. Prefer community service experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.