



**Classification:** Communications Operator Trainee

**Title Code:** V07440

**Pay Range:** E01

**POSITION SUMMARY:** The employee performs full functioning communications work by handling radio traffic both to and from patrol units and other law enforcement agencies; answering incoming emergency and nonemergency telephone calls from the public and other law enforcement entities; works both broadcast and desk operations entering, retrieving and disseminating information in the Missouri State Highway Patrol computer system (MULES) and associated computer systems (NCIC, NLETS, DOR, REJIS). Employee may be involved with performing the operation, maintenance, and construction of the key components utilized throughout the Patrol's radio network. The work is performed under close supervision of a Communications Training Officer and/or designated supervisor. The employee is required to perform shift work (e.g., evenings, midnights, weekends, and holidays).

**DESCRIPTION OF DUTIES PERFORMED:** (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Dispatches (broadcasts), via a radio console, information to Patrol units and, when applicable, other agencies, notifying same of items or incidents which require prompt notification and/or action. Maintains strict radio discipline at all times. Complies with FCC regulations and Communications Division policies/procedures in transmission of all radio traffic.

Receives and disseminates information received from Patrol units who self-initiate enforcement action. Coordinates the response of back-up units and/or mutual aid as required.

Retrieves and relays to requesting patrol units, information contained in the Missouri State Highway Patrol computer system (MULES) and other associated computer systems (e.g., information regarding motor vehicles, drivers' licenses, wants and warrants, stolen property, guns, etc.).

Maintains proper records of all patrol units dispatched (self-initiated and assigned). Monitors dispatched units' activities and receives and transmits updated information as it is received.

Dispatches (broadcasts) daily summaries to patrol units of pertinent information such as officer safety items, wanted persons, stolen vehicles, and other items of interest (e.g. bank robberies, death of members, funeral arrangements, etc., or urgent items which are inappropriate to be handled by mail or telephone); dispatches (broadcasts) administrative and fixed format messages to law enforcement agencies in and outside the State pertaining to law enforcement activities.

Answers emergency telephone calls received from the public. Questions callers to determine the nature of the call, whether a response is necessary and what type of assistance or information is needed. Dispatches, via a radio console, emergency calls requiring response, according to priority and availability of field units.

Answers nonemergency calls and provides nontechnical information upon request (e.g., information regarding road conditions, etc.) and refers all other questions to the proper person or agency.

Enters information on wanted persons, stolen property, motor vehicle information, etc., into the appropriate computer systems.

Monitors and responds to teletype messages. Transmits by teletype emergency bulletins, weather watches and advisories, and other pertinent information to the appropriate entities.

Monitors National Warning System (NAWAS). Makes notifications regarding severe weather, critical situations, etc., to the appropriate entities. Conducts daily roll call tests of NAWAS circuit.

Maintains security for the troop headquarters by monitoring all who enter and leave the building; assures all entrances/exits and windows are secure after hours; makes regular rounds of the building and grounds as prescribed by command staff.

Completes required reports and logs and orders supplies as needed.

Monitors, maintains, and “troubleshoots” station computer systems and printers. Designs, maintains and updates computer database programs and files. Assists other agencies with computer problems when requested.

Answers incoming telephone calls and records and logs all calls requiring departmental action; assists callers and/or forwards calls to appropriate personnel.

Coordinates the flow of information during critical situations (e.g., flood, manhunt, bank robbery, murder, etc.) between officers, all troop and headquarters staff, communications personnel, media, and the public.

Responds to or refers to appropriate personnel all telephone and in-person inquiries pertaining to Patrol operations manual, department directives, Missouri statutes, new or proposed legislation, motor vehicle laws, criminal code violations, current events, travel information, and county officials in the troop.

Reports to appropriate personnel or handles within their scope of training all service difficulties with telephones, telephone console, radio system, and/or computer system in an effort to expedite the resolution of technical problems to ensure safety of troopers, other field personnel, and the public.

Relays (broadcasts) via telephone, information to Patrol personnel and, when applicable, other agencies, notifying the same of items or incidents which require prompt notification and/or action; maintains strict telephone discipline at all times; complies with Communications Division policies/procedures in proper telephone technique and release of information.

Retrieves and disseminates information received via telephone from patrol officers; assists in coordinating events when an interagency mutual aid response is required.

Maintains proper records of all appropriate events requiring a call for service.

Receives and relays to appropriate dispatch personnel updated information as it is received.

Maintains adequate files (e.g., manual folders or electronic files) on a variety of subjects so that prompt, accurate information can be retrieved to answer questions from road troopers, other police agencies, and the public.

Notifies the troop commander or officer-in-charge of significant occurrences happening in the troop after hours; gives status report to relief personnel within established shift change times and guidelines.

Performs other related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Communications: Must have the ability to actively listen to others for understanding of their needs and situations; must have the ability to speak English with sufficient clarity to be understood by others on the telephone, radio or in person. Must be able to assertively

control conversations in order to quickly and accurately gather pertinent information and be able to communicate this information professionally and precisely to the proper recipient. Must be able to read and understand written correspondence, memoranda and directives. Must have the ability to report events and information in writing legibly and accurately, using proper English grammar, spelling, and structure.

Must have the ability to act in a decisive manner, using good judgment. Must have the ability to maintain objective in the decision-making process; must have the ability to effectively prioritize situations and information and make appropriate decisions based on information received. Must have the ability to learn and apply new information; must have the ability to handle a variety of rapidly flowing information at one time; must have the ability to remember numerous details.

Must be consistent in dealing with people; must be able to detach from callers' emotions, yet project an image of empathy (i.e., avoid personal involvement). Must have the ability to maintain appropriate and constructive behavior and attitude in response to difficult or adverse situations. Must have the ability and willingness to accept criticism and/or discipline; must have the ability to work cooperatively with supervisors and establish cohesive, effective relationships with peers (i.e., teamwork abilities).

Must have the ability to act in a mature, dependable fashion; ability and willingness to maintain dependable work habits such as reporting to work on time, with little prompting and intervention. Must represent the organization to other agencies and citizens with a courteous, helpful, accurate and business-like attitude in all radio, telephone and personal contact. Must have the willingness and ability to respect private, confidential information. Must have the ability to support and carry out directives.

Must be able to provide high quality, accurate work. Must be able to perform multiple tasks simultaneously and remain focused under stress. Must have the ability to adjust to new or unique situations. Must have the ability to properly understand and interpret computer software.

Must have the ability to hear and understand sound sources coming through a communications headset and/or radio and/or standard telephone receiver. Must have the ability to hear and understand other outside sound sources while wearing a communications headset (i.e., the ability to hear sound sources not coming through the headset). Must have the ability to read and discern visual images on a variety of media, including the ability to read and understand maps. Must have the ability to type, and operate a standard computer keyboard. Must have the ability to record names and numbers accurately (i.e., not transpose numbers and/or letters). Must have the ability to simultaneously operate a multi-screen computer, logging screen, microphone, and various receivers. Must be able to distinguish colors as displayed on a computer screen, electronic components and wires.

Must acquire and maintain a technical working knowledge of communications equipment, practices and procedures including but not limited to:

Knowledge of functions and operation of radio console, telephone console, teletype, call logging recorder, data entry, fax machine, and other station equipment.

Knowledge of basic telephone and radio techniques/procedures for dispatching response units and handling incoming emergency or nonemergency calls.

Knowledge of the procedures for broadcasting potentially dangerous information.

Knowledge of the laws and restrictions for accessing and dispensing criminal history and other information obtained during the course of duty.

Knowledge of FCC rules and regulations applicable to radio broadcasts.

Knowledge of basic law enforcement complaint/dispatching terminology and codes.

Knowledge of proper responding agencies for various types of calls.

Knowledge of proper use of MULES and associated computer systems and functions.

Knowledge of geographical area the Troop Communications Center serves.

Knowledge of Communications Division policies and procedures and the proper preparation of required reports, logs and forms.

Ability to operate basic office equipment as detailed in the description of duties.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned, to include all shifts of a 24-hour day and be available for emergency call-in overtime.

**MINIMUM EXPERIENCE AND EDUCATION REQUIRED:** (The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Possession of a high school diploma or equivalent. Also, it is desired the applicant have two years experience and/or education in mass communications; criminal justice; broadcasting; law enforcement; military police or communications; emergency services dispatcher, telecommunicator, or call taker; air traffic controller; technical expertise; amateur radio "technician class" or higher class radio license; etc. and must meet the qualifications outlined in Section 43.060 RSMo.

Must be able to type at least 25 wpm, after adjustment for errors, on a standard computer keyboard.

**NECESSARY SPECIAL REQUIREMENTS:** Must be a resident of Missouri at the time of appointment and must maintain that resident status.

Must be at least twenty-one years of age at the time of appointment.

Must obtain and maintain MULES and NCIC certification within six months of appointment.

Must be able to successfully complete the first available three-week Basic Communications Operator Trainee training course as approved by the Superintendent of the Missouri State Highway Patrol in Jefferson City, Missouri.

Must successfully complete an eighteen-month training period.

Must be of good character and never been convicted of a felony or any crime involving moral turpitude.

Per General Order 26-07, uniformed civilian employees will not have tattoos or brands on the head, neck, wrists, or hands. Tattoos and/or brands on any other part of a member or uniformed civilian's body, which would be visible during movements in the performance of their duties while wearing any official uniform or civilian attire, will be completely covered and not visible while on duty.

**FLSA STATUS:** Non-Exempt

**WORK SCHEDULE:** An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.