



**Classification:** Special Weapons and Tactics (SWAT) - Communications Operator

**Title Code:** V07441, V07444, V07446

**Pay Range:**

**POSITION SUMMARY:** This is a specialized position where the individual provides a means of communication between the entry team, snipers, negotiators, and authoritative officer(s) during high risk situations by establishing a mobile command in remote proximity of priority incidents. All incoming and outgoing radio traffic throughout the event is logged and, if necessary, relayed by the Communications Operator.

**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.)

In addition to the duties performed by a Communications Operator the employee may also:

Set up, transport, and breakdown the mobile command unit.

Conducts all outgoing radio communications traffic and handling all incoming updates between sniper and entry teams.

Relays all pertinent information in a timely manner to command units overseeing the incident.

Logs all information via CAD/Radio Log for recordkeeping purposes.

Maintain all related equipment.

Perform job related travel, as needed.

Perform other related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Ability to multitask.

Ability to listen and adequately respond to others during high stress situations.

Ability to successfully relay information and commands to appropriate personnel.

Ability to maintain extreme attention to detail.

Ability to account for officers' locations and status of incident

Ability to adequately log information as it's being advised.

Ability to work in the vicinity to potentially dangerous situations.

Ability to communicate effectively via radio, in a timely manner.

Ability to drive tactical vehicles, i.e. Bearcat (armored vehicle) or communication vehicle.

Ability to operate basic office equipment.

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.

**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.)

Must currently be classified as a Communications Operator I, II, or III.

Successful completion of an eighteen month training period as a Communications Operator Trainee and meet the qualifications outlined in Section 43.060 RSMo.

**NECESSARY SPECIAL REQUIREMENTS:** Monthly and annual training with seasoned SWAT operators.

**PROMOTIONAL ELIGIBILITY:** When Communications Division personnel transfer into a Communications Division specialist position, and are otherwise eligible for promotion, the transferring employee must serve at least six months in the new position before consideration for promotion.

**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.