



## City Of Oak Grove, Kentucky

<b>Position Title:</b>	Assistant Dispatch Supervisor			<b>Grade:</b>	39
<b>Department:</b>	Police		<b>Reports to:</b>	Dispatch Supervisor	
<b>Employment Status:</b>	Full-Time	<b>Salary Range:</b>	\$50,386.18-69,041.21	<b>FLSA Status:</b>	Non - Exempt
		<b>Hourly Rate:</b>	\$24.22-33.19	<b>Approved By:</b>	City Council

**Educational Requirements:**

- Graduate from an accredited high school or GED.
- Successful completion of basic telecommunications academy.
- Certified in the law enforcement information system.
- Certified in the National Crime Information Center.

**Minimum Qualifications:**

- Minimum of four (4) years' experience as a dispatcher.
- Must be a citizen of the United States.
- Must be twenty-one (21) years of age.
- Must possess a valid driver's license.
- Must have never been convicted of any felony.
- Excellent communication, interpersonal, and conflict resolution skills.
- Sound judgment and decision-making abilities in high-pressure situations.
- Ability to pass a physical examination.
- Ability to pass a drug and background test.

**Job Summary**

Examples of duties or responsibilities are not to be construed as describing what the duties or obligations of any position shall be and are not construed as limiting the appointing authority's ability to add to or otherwise alter the duties and responsibilities of a position. The use of an individual expression or illustration as to duties or obligations shall not be regarded as excluding the assignment of others not mentioned which are of similar kind or quality.

**Essential Duties:**

- Responsible for all daily record keeping.
- Supervise all shifts of dispatchers in the preparation, sending, and receiving of police messages via computerized communications terminals.
- Serves as supervisor in the absence of Dispatch Supervisor
- Assists in coordination of the dispatchers' working schedules.



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- When needed, receives and disseminates information concerning public safety and law enforcement activities.
- Receive information, complaints, and inquiries from the public (by telephone or in-person) on subjects such as road and weather reports, driver and vehicle licenses, accident information, and other matters relating to functions performed by the Oak Grove police department and takes appropriate action.
- Direct emergency response vehicles to accident scenes.
- Formulate computerized transactions with the Law Enforcement Information Center of Kentucky and the National Crime Information Center (LINK/NCIC).
- Prepare messages for transmission on the national law enforcement telecommunications systems (NLETS).
- Complete appropriate reports on criminal activities and complaints received for the Oak Grove city council.
- Maintain a computer-aided dispatch (CAD) system on information received, such as police blotters on all arrests, vehicle accidents, and other incidents, wrecker logs, information on repossessed vehicles, and records on stolen vehicles, license plates, and wanted and missing persons.
- Perform investigative duties about obtaining information from specific sources regarding hit confirmations and entering this information into the computer.
- Plan, assign, and check the work of police communication personnel.
- Train new dispatchers in police communications procedures and the proper operation of related equipment.
- Assist in developing policies for approval.
- Interpret, apply, and enforce approved policies and procedures relating to police communications.
- Responsible for the correct formats and procedures in all transactions with the computerized law enforcement network of Kentucky (LINK), automated law enforcement communication system, NCIC (National Crime Information Center), and the national law enforcement teletype system.
- Must comply with existing federal communications laws.
- Act as the Assistant Terminal Agency Coordinator (TAC).
- Complete validations on each month's active NCIC records and reports to the Kentucky State Police Auditors with all modifications, cancels, clears, and supplementals. Keep all active NCIC records in compliance with Kentucky State Patrol (KSP) auditors for the audit every three years.
- Maintain all police department records such as uniform citations, uniform offense reports, collision reports, incident reports, domestic violence reports, pawnshop reports, and active National Crime Information Center (NCIC) records.
- Perform daily, weekly, and monthly reports on probationary employees.
- Perform related duties as required.



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**Reasoning Ability:**

- Considerable knowledge of and skill in the operation of radio receiving and transmitting equipment.
- Considerable knowledge of street patterns and locations within the city. Considerable knowledge of departmental practices, rules, and regulations.
- Considerable knowledge of modern office procedures and practices. Ability to understand and carry out oral and written instructions.
- Ability to speak clearly and concisely.
- Ability to deal courteously with the public.
- Ability to establish and maintain effective work relationships with other employees.
- Must possess a valid driver's license as issued by the Commonwealth of Kentucky.

**Preferred Skills, Knowledge, or Abilities:**

**Supervisory Responsibilities**

This position is a supervisory role and will share responsibility with the Dispatch Supervisor for:  
Police Dispatcher Trainees and Police Dispatchers.

**Disclaimer:**

This position description does not constitute a contract between the City of Oak Grove and the employee and is subject to change by the City as the needs of the City and the requirements of the position change. The functions listed herein are illustrative and are not intended to cover all the job duties and responsibilities. The omission of specific statements of duties and responsibilities does not exclude them from the position requirements if the work is a similar, related, or logical assignment to the position.

**At-Will Employment**

City employees are at-will employees. This means there is no contract of employment, express or implied, and either the city or the employee is free to terminate the employment relationship at any time, with or without cause.

**Approval:**

<b>Name</b>	<b>Title</b>	<b>Date</b>
<b>Name</b>	<b>Title</b>	<b>Date</b>