

ORDINANCE NO. 1304

AN ORDINANCE OF THE CITY OF MESQUITE, TEXAS,
REVISING THE JOB CLASSIFICATION PLAN TO ALLOW
THE HIRING OF APPLICANTS FOR POLICE DISPATCHER
WITH A G.E.D. HIGH SCHOOL EQUIVALENCY; DECLARING
THE EFFECTIVE DATE THEREOF AND DECLARING AN
EMERGENCY.

WHEREAS, the Firemen's and Policemen's Civil Service Commission has determined that the attainment of a high school equivalency rating through a General Educational Development (G.E.D.) Test is adequate for performance of the duties of Police dispatcher; and


WHEREAS, said Commission has recommended that said change be adopted;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MESQUITE, TEXAS:

SECTION 1. That the Classification Plan relating to the position of Police dispatcher is hereby revised and the attached job specification is hereby adopted as the official job classification for Police Dispatcher.

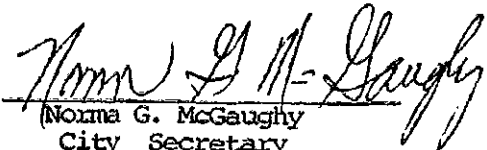
SECTION 2. The need for adequate job specifications in the Police Department creates an urgency and an emergency for the preservation of the public health, safety and welfare and requires that this ordinance shall take effect immediately from and after its passage and publication of said ordinance, as the law in such cases provides.

DULY PASSED AND APPROVED by the City Council of the City of Mesquite, Texas, on the 16th day of February, A.D., 1976.


Bob Beard
Mayor

ATTEST:

APPROVED AS TO FORM:


Norma G. McGaughy
City Secretary

Elland Archer
City Attorney

[Faint, illegible text in the upper section of the page]

[Faint, illegible text in the lower section of the page]

Title Police Dispatcher

EDUCATIONAL LEVEL: High school graduate or GED equivalency

C0046

SKILL REQUIREMENTS: Knowledge of rules and regulations of the Federal Communications Commission governing the operation of radio receivers and transmitters; knowledge of proper use and care of radio-telephone equipment; knowledge of local geography and public safety resources; ability to speak clearly and concisely; ability to think clearly and to act

EXPERIENCE: _____ Up to 3 months Over 3 months, up to 1 year (see below)

_____ Over 1 year, up to 3 years _____ Over 3 years, up to 5 years _____ Over 5 years

_____ Other

COMPLEXITY: Independent Action _____ Making Decisions yes

_____ Exercises Judgment yes Planning _____

Creative Effort _____ Routine duties involve the application of clearly defined standard rules and practices requiring use of several procedures and making minor decisions requiring some judgment.

SUPERVISION RECEIVED: General supervision. Standard practice enables employee to proceed alone on routine duties, referring questionable cases to higher authority.

SUPERVISION EXERCISED: No organizational supervisory responsibilities.

RESPONSIBILITY: Errors could be serious involving loss of time, delaying emergency action, etc. Works with confidential data.

CONTACTS: Continuous contact with other departments, other government agencies and with public. Requires tact, courtesy and common sense.

WORKING CONDITIONS: Good

PHYSICAL DEMAND: Normal mental and visual attention.

WAS PROMOTE FROM: Job Title:

SKILL REQUIREMENTS: (cont'd) effectively in emergency situations; ability to do simple typing and clerical work. Ability to obtain a Second Class Radio-Telephone Operator's license issued by the Federal Communications Commission if assigned to communications.

C0047

CITY OF MESQUITE

JOB SPECIFICATION

Job Title Police Dispatcher Grade 6

Job Summary: Under general supervision, operates radio, telephone, teletype and related communications equipment in receiving and transmitting emergency calls, information and messages and in dispatching police, fire and other emergency units; operates a work station in the National Crime Information Computer network; performs related work as required.

Specific Duties: Receives emergency calls, determines details and dispatches appropriate police, fire, ambulance, rescue or other emergency units.

Sends and receives radio and telephone messages; receives and relays messages from other stations and from the public.

Maintains log of calls received and dispatched.

Makes inquiries of crime information computer (N.C.I.C.) to check for stolen property or wanted persons.

Transcribes information from local wanted persons and stolen property reports to computer data cards; enters information into computer.

Cancel information on cleared records and recovered property; performs related tasks as required.

Dispatches for city service crews after regular working hours of city dispatcher.

May search female prisoners.

The above description covers the most significant duties performed, but does not exclude other work assignments which would require approximately the same level of skill, difficulty and responsibility.

Prepared By JRH Date 1-73

Reviewed By _____ Date _____