

PUBLIC SAFETY DISPATCHER/RECORDS COORDINATOR
(Bargaining Unit Position)
(Range 26)

DEFINITION

Under general supervision, of the Director of Public Safety assist students, faculty, staff, and the general public in matters pertaining to the Public Safety Office, and perform other related duties as required.

DISTINGUISHING CHARACTERISTICS

The Public Safety Dispatcher/Records Coordinator is distinguished from other classes of employment, in that incumbents are required to have successfully completed a California P.O.S.T. Dispatch Course Certification, Background Investigation, and Medical Examination per P.O.S.T. minimum standards.

The incumbent in this position will promote Institutional Effectiveness by effectively assisting to ensure a safe and secure learning and working environment for all students, faculty, staff, and the community.

ESSENTIAL FUNCTIONS

Dispatcher:

- Receive calls for Public Safety assistance and dispatch appropriate level of police, fire, and emergency medical response, and assist other callers as needed;
- Maintain daily records of dispatch information;
- Prepare and maintain crime reports, crime statistics, and officer daily logs;
- Maintain daily calendar of campus activities for Public Safety response;
- Provide clerical services to include but not limited to: typing correspondence, reports, and other documents, filing, and distributing mail;
- Operate and maintain current information for parking citation computer system; collecting parking citations, fines, and making appropriate cash deposits;
- Sell and issue parking permits to staff, students, and visitors and maintain records for all permits sold;
- Maintain department web page and Web Park;
- Maintain District records for lost and found property;
- Coordinate District key control, issue keys and maintain records;
- Train and oversee the work of department student/hourly employees;
- File crime and arrest reports with the District Attorneys Office;
- Verify student/hourly department time cards;
- Word process at 45 words per minute from clear copy;
- Establish and maintain cooperative working relationships with those contacted in the performance of duties;
- Communicate effectively orally and in writing;
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students, and of staff and students with physical and learning disabilities.

Records Coordinator:

- Act as the College Agency Terminal Coordinator with the Department of Justice on matters pertaining to the use of CLETS, NCIC, NLETS, and DOJ data basis;
- Train department personnel to meet DOJ and POST mandated requirements;
- Review policy and practices for department to ensure proper procedures and training are documented;
- Ensure state and federal mandated auditing requirements are in compliance;
- Review, record, and maintain CORI information;

- Disseminate law enforcement information to police/sheriff agencies;
- Maintain all CLETS/NCIC training records.

Duties may require the ability to:

- See for the purpose of reading laws and codes, rules and policies, and other printed matter;
- Hear and understand speech at normal levels;
- Understand and carry out oral and written directions;
- Speak so that others will be able to understand normal in-person and telephone conversation;
- Sit or stand for extended periods of time;
- Lift and/or carry 25 pounds;
- Exert manual dexterity sufficient for keyboard and other office equipment operation.

ESSENTIAL FUNCTIONS OF PARTICULAR POSITIONS WITHIN CLASSIFICATIONS MAY VARY BECAUSE JOB DUTIES MAY VARY BY WORK LOCATION.

QUALIFICATIONS

Education:

Required

- Equivalent to graduation from the twelfth grade.

Preferred

Associate degree in secretarial science or word information processing systems or related subject matter.

Experience:

Preferred

- Two years of increasingly responsible clerical work in a public agency;
- One year working in a police or sheriff facility.

Or any equivalent combination of education and experience.

Knowledge of:

- Penal codes, vehicle codes, and health and safety codes;
- Modern office practices, procedures, and equipment;
- Record keeping;
- Current technologies, personal computer, and associated office software such as word processing, spreadsheet, presentation, and/or database software;
- Correct usage of English, grammar, spelling, punctuation, and vocabulary;
- District policies and procedures.

License and Certificates:

Required

- P.O.S.T. Dispatch Certificate

CCCUE Salary Range Approval: 11/30/2005
Board of Trustees Approval: 12/7/2005

Public Safety Dispatcher/Records Coordinator

