

COUNTY OF BREMER

Office of the Sheriff



Dan L. Pickett

Sheriff

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Job Description for Dispatcher

Duties:

As operating personnel for the Bremer County Communication Center for a specified period of time, the following are some of the duties to be performed:

- Reports directly to Chief Dispatcher.
- Operates the dispatch desk: phone, radio, etc.
- Receives, transmits, and re-routes messages from telecommunications terminal
- Enters into the appropriate IOWA/NCIC file, all vehicles, persons, articles, guns, boats, and securities as required.
- Receives and initiates broadcasts concerning stolen vehicles, wanted/missing persons, hold ups, "attempt to locate", "be on lookout" for, etc.
- Monitors state and local radio frequencies to intercept and relay information affecting our area of service.
- Initiates and transmits messages requesting information regarding vehicle registration, driving records, and criminal history records.
- Receives complaints and reports from the public.
- Assigns requests for assistance to the appropriate police officer(s), fire department(s), first responders, ambulance(s), civil defense personnel, and weather watch/warning personnel (including indoor warning systems and sirens).
- Receives after hour calls for various city utilities and public works departments and dispatches the information/requests to respective "on call" workers.
- Receives general information calls and locates and gives information or redirects the call.
- Takes messages for employee of all departments in LEC building.
- Maintains file on Injunctions and No Contact Orders and locates information as needed/requested.
- Monitors alarms for the Court House, businesses, lift stations, etc
- Has general knowledge of location of keys for jail.
- Operates FAX machine to send and receive information and re-distributes accordingly.
- Operates all other equipment for the enhanced 9-1-1 system.
- Maintains dispatch records, telecommunications printouts, stolen vehicle file, wanted persons file, and various other logs (including vacation watches) for reference.
- Runs information for the sale of driving records to the public.
- Female dispatchers perform matron duties as needed for female prisoners.
- Maintains strict confidentiality in all information received/distributed.

Requirements:

Must have high school diploma or GED; ability to type; computer experience; must meet Iowa State requirements for certification and be capable of working in high stress situations.