

- Maintains, updates and accesses various logs and computer data files for all officer activities including incident reports, stolen or repossessed property logs, maps, shift logs and other as required
- Performs data entry of all officer activities for logs and records
- Enters information into Texas/National Crime Information computer systems
- Accepts various payments, including cash, and maintains the cash drawer balancing daily
- Monitors entrances to and exits from building and operates door access
- Completes forms and reports either on the computer or typewriter
- Prepares bonds and accepts money for cash bonds
- Maintains current technical and medical knowledge relevant to telecommunications, including reading appropriate newsletters and publications
- Answers telephones, takes messages, makes copies and provides information to employees and the general public
- Handles permits/licensing when necessary
- Assist in the training of new employees
- Develops, maintains and updates FCC and computer system operational files and procedures manual
- Monitors telecommunications equipment, recommending repairs as necessary
- Receives, distributes and inventories supplies and equipment for communications
- Participates in and coordinates communications services for special events
- Other duties as assigned

MINIMUM JOB REQUIREMENTS

EDUCATION AND EXPERIENCE

High School diploma or General Education Degree or practical experience in Law Enforcement Telecommunications, or ability to acquire either within the standard employee probationary period.

LICENSES AND CERTIFICATES

Valid Class C Texas drivers' license; TCLEOSE approved Telecommunications Operators Certification or the ability to obtain said certification.

PHYSICAL ABILITIES

Ability to read, write and comprehend the English language. Ability to demonstrate effective communication of ideas both verbally and in written form using the English language. Ability to communicate in the English language under strained circumstances. Ability to stand and walk for extended periods of time. Ability to rise and kneel unaided. Ability to coordinate two or more physical operations simultaneously. Ability to control emotions under stressful conditions. Ability to interact with co-workers to accomplish work. Ability to show independence and autonomy. Ability to satisfactory perform duties under time constraints. Ability to make quick and sound decisions in stressful situations. Ability to understand and follow City/Departmental policies, rules, and regulations. Ability to identify and distinguish between primary colors. Ability to pass background investigation by the City of Springtown Police Department. Ability

to pass a medical examination polygraph and/or drug screen if required by the City of Springtown and/or State of Texas. Ability to pass psychological examination. Ability to demonstrate basic mathematical ability in addition, subtraction, multiplication and division.

The City of Springtown is an Equal Opportunity Employer. In compliance with Disabilities Act (ADA), the City of Springtown will provide reasonable accommodations to qualified individuals with disabilities.

I have read and understand the duties and responsibilities of this job description

Employee's Signature

Date

Supervisor's Signature

Date