



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

POLICE TELECOMMUNICATIONS SHIFT SUPV

Job Number: 20000689

Job Code: 24040V161016

Job Group: 2400 - AUXILIARY LAW ENFORCEMENT

Job Established: 08/16/1986

Job Revised: 10/16/2016

Grade: 13	Salary (MIN - MID):	Special Entrance Rate:
	\$16,432-\$21,875 - Hourly	NONE
	\$2,670.20-\$3,554.70 - 37.5 Hr. Monthly Salary	NONE
	\$2,848.22-\$3,791.68 - 40 Hr. Monthly Salary	NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 12 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises a shift of employees, as well as performs the duties of a telecommunicator at a Kentucky State Police Post. Oversees the training of entry level telecommunicators; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE:

Must have five years of experience in the transmission, receiving and relaying of electronic information for law enforcement, emergency medical, fire, emergency management, military communications or traffic operations.

Substitute EDUCATION for EXPERIENCE:

College will substitute for the required experience on a year-for-year basis up to four years.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must be currently certified as a Telecommunicator by the Department of Criminal Justice Training and be currently certified as a LINK/NCIC Operator. Shall not have been convicted of a felony or other crimes pursuant to KRS 15.540. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials. <http://www.lrc.state.ky.us/KRS/015-00/560.PDF>

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises a shift of telecommunicators, as well as performs telecommunicator duties at a Kentucky State Police Post. Oversees the training of new telecommunicators in police communication procedures and the proper operation of related communications equipment. Prepares and distributes instructional materials and manuals to telecommunicators. Performs daily, weekly and monthly reports on probationary employees. Coordinates the working schedules of the telecommunicators. Assists the Police Telecommunications Supervisor in developing policies for higher approval. Receives and disseminates information concerning public safety and law enforcement activities. Acts as assistant LINK/NCIC Terminal Agency Coordinator by completing validations of active records, making modifications, supplements, deletions and cancellations as required. Conducts employee evaluations and approves leave time and overtime. Assists with the selection, background and interview process for new telecommunications staff.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed in a communications center at a Kentucky State Police Post and under extremely stressful conditions. May be required to work rotating shifts.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.