

RADIO COMMUNICATIONS OPERATOR

KIND OF WORK

Receives and transmits information by short-wave radio and teletype and processes data through state and federal computers.

NATURE AND PURPOSE

An employee in this class operates a Minnesota State Patrol District Communications Center which includes responsibility for operating a short-wave radio and teletype to receive and transmit information and orders between base to base and base to mobil stations for State Troopers, Conservation Officers, Crime Investigators, and other law enforcement and emergency oriented personnel. The employee must enter, retrieve, and maintain criminal information on State and Federal computer systems. In addition, employees in this class are responsible for activating the STET Warning System.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Receives and dispatches messages and information by telephone, teletype, radio and other related devices for Federal, State, County, and City law enforcement personnel.

Dispatches state patrol cars to accidents and gives information and instructions relative to the accidents.

Dispatches patrol cars in pursuit of traffic violators, to traffic tie-ups and on similar assignments.

Receives requests for information from the public and requests for instructions from troopers, answers questions on policy and procedure where possible, transmits remaining requests to patrol officials and broadcasts replies to patrolmen.

Organizes all materials for broadcasting and makes decision as to priority for broadcasting.

Transmits instructions and information between game wardens and game warden supervisors, crime investigators and crime bureau officials, emergency services officials and other personnel involved.

Enters and maintains statistical information in regard to criminal and traffic violations on State and Federal computers.

Maintains typewritten station log of all information received and broadcast, together with time, item, and authority of call.

Maintains a manual file reference of names and descriptions of wanted persons, and messages received from other police agencies.

Coordinates between emergency services official and the United States Weather Bureau during tornado or flood conditions.

In some areas may operate STET NAWAS Warning System.

Provides information on road and weather conditions to the public in emergency situations.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Complete knowledge of FCC rules and regulations governing the receiving and transmitting of message by short-wave radio.

Considerable knowledge of the techniques used in radio transmitting and receiving.

Considerable knowledge of facilities and services available in emergency situations.

Some knowledge of relevant law enforcement and emergency operations procedures, rules, and regulations.

Ability to:

Operate teletype and computer related equipment.

Maintain records and keep station logs.

Think clearly and act quickly in emergencies.

Properly arrange materials for transmission and determine priority of transmission.

Recognize and repair simple malfunctions of equipment.

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Rev.: 1/70, 7/74, 1/22
Ckd.: 11/92

T.C.: 1/70
Former Title(s): Radio Dispatcher