WINTHROP UNIVERSITY

NOTICE OF JOB VACANCY

November 4, 2015

POSITION: TELECOMMUNICATOR (CAMPUS POLICE)
(Communications Specialist I)

BAND: Band 02\Level 03

STARTING SALARY: $19,095- $26,000 per year; qualifications and funding will determine actual salary

VACANCY: #201629

Minimum Training and Experience:
A high school diploma and one year of dispatcher or clerical experience is required. Experience in the operation of a two-way radio and NCIC certification preferred. The equivalent combination of training and experience may be considered.

Knowledge, Skills and Abilities:
Ability to speak clearly and concisely. Ability to be calm and effective while handling calls, complaints and emergency situations. Ability to operate a shortwave radio or teletype. Ability to type. Ability to operate computer equipment. Ability to establish and maintain effective working relationships with faculty, staff, students and the general public. Effective interpersonal and organizational skills. The ability to work rotating shifts including both day and night.

Major Duties:
Reporting to a Campus Police Sergeant, serves as Telecommunicator for the Campus Police Department. Receives telephone and radio calls and dispatches Campus Police Officers as necessary to the scene, or handles in another manner as appropriate. Maintains contact with officers on patrol by radio. Maintains contact with Facilities Management by separate radio. Monitors incoming calls on tracer and emergency phones. Issues temporary parking permits, intrusion alarms on ITI and fire alarms. Captures and retains records of calls received and the disposition thereof, complaints, traffic tickets issued and paid. Gather statistics from records to be used in a variety of reports. Ensures that space support requests are issued for officers. Uses the PC for entering incident and information reports, arrest and trespass records, and daily activity log for each shift. Enters Winthrop University citations into the mainframe, processes and enters appeal forms into the mainframe; tracks student schedules for Campus Police Officers and City Police Department. Assists in developing new on-line programs for the Campus Police web site; gives information regarding traffic control. Retrieves and enters information into the NCIC terminal relating to arrest, criminal history and vehicle information. Performs other related duties as required.

To apply, access www.jobs.sc.gov to submit an on-line application no later than November 17, 2015

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