



## Facilities Job Function

# Communications Dispatcher

Grade 52

### Summary

Performs varied duties related to the servicing of incoming calls to the University Police.

### Typical Duties

1. Receives and services all calls to the University Police Department, including those on emergency lines.
2. Dispatches officers and vehicles as required.
3. Monitors alarm console and police and student security radios to provide area location information.
4. Answers inquiries from faculty, staff, students, and the public relating to office functions.
5. Summarizes incident reports and other office forms as required.
6. Types and processes incident reports and other office forms as required.
7. Operates keyboard terminal to input data into a computer.
8. Performs related job duties as required.

### Typical Requirements

*Education:* High school graduate or equivalent preferred.

*Skills and Experience:* One to two years of work experience preferred. Ability to deal with emergency situations and the public.

Note: This is a model job description reflecting a sample of typical duties. It is intended to suggest a general level of skill and complexity and as such is not a substitute for the local, specific descriptions for individual jobs.

Other [HUCTW generic job descriptions](#) can be found in HARVie's Union Contracts section.

