



# Trinity Valley Community College

## Job Description

### Campus Police Dispatcher

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#### **COMMITMENT TO MISSION**

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

#### **PRIMARY PURPOSE:**

Provides telecommunication and secretarial services for the Campus Police Department.

#### **REPORTS TO:**

Director of Campus Police and Public Safety

#### **SUPERVISES:**

None

#### **EDUCATION AND EXPERIENCE QUALIFICATIONS:**

##### **EDUCATION REQUIRED:**

High school diploma or GED

##### **PREFERRED:**

##### **EXPERIENCE REQUIRED:**

##### **PREFERRED:**

#### **OTHER LICENSES OR CERTIFICATIONS:**

Must be able to obtain a TCOLE Telecommunicator license within six months of appointment. Or have a Current or former TCOLE Telecommunicator license in good standing.

#### **KNOWLEDGE AND SKILLS REQUIRED:**

- Typing/Data Entry
- Computer software proficiency – Microsoft Office
- Interpersonal and/or customer service skills

**The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.**

#### **RESPONSIBILITIES:**

- Take on tasks necessary to meet the goals of the department.
- Interact with students, faculty and staff.
- Operate various office machines such as cameras, computers, printers, copiers, etc.
- Maintain stock of office supplies, including monitoring inventory of flashlight batteries, hand held batteries and all equipment issued to officers.
- Establish and maintain filing and record keeping system for department records.
- Other duties as assigned by Director of Campus Police and Public Safety.
- Prepare purchase orders, check for arrival of ordered goods, and forward properly signed invoices to the business office.
- Work assigned schedule and comply with timekeeping policy.
- Maintains confidentiality of information.
- Other duties as assigned by appropriate supervisory personnel.

#### **WORKING CONDITIONS:**

All TVCC positions are security sensitive and require a criminal background check.



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#### TOOLS/EQUIPMENT USED:

- Standard office equipment
- Personal computer and peripherals
- Multi-line phone system
- Copier
- Radio Communication equipment
- Cellular Phone
- Video Monitoring Equipment
- Fax machine

#### PHYSICAL DEMANDS:

- Requires: Standing, Walking, Finger dexterity, Grasping , Feeling , Talking , Hearing, Seeing, Repetitive Motions, Computer Work

#### MENTAL DEMANDS:

None

#### OTHER DEMANDS:

None

*The above job description has been reviewed with the employee. It was explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*Approved: 7/18/01*

*Revised: 10/12/2021*

<b>Classification:</b>	Public Safety-Staff	<b>Coordinating/Non-Coordinating:</b>	NC
<b>FLSA Status:</b>	Non-Exempt	<b>TVCC Job Code:</b>	1602
<b>DBM:</b>	A	<b>Travel Required:</b>	Less than 25% of the time
<b>IPDEDS/SOC CODE:</b>	43-5031	<b>Employment Status:</b>	Full-Time
<b>Salary Range:</b>	125	<b>Length:</b>	12 Month
<b>FUND:</b>	001	<b>TRS POS. CODE</b>	TRS 01

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