**Job Title:** Emergency Communications Operator

The following is a general guideline for the position listed above. These will be primary duties but may not cover every responsibility you will encounter. All employees with the PD will follow the Rules and Regulations as well as all lawful orders of ranking personnel.

* Answer emergency and nonemergency calls from the public.
* Collect all pertinent information for calls for service.
* Dispatch police and fire units to calls for service.
* Direct medical calls to proper agencies.
* Have a working knowledge of the CAD software.
* Run warrant checks, tags, and licenses.
* Initiate case file folders and report information in CAD.
* Contact outside agencies or city departments as needed.
* Assist citizens via phone or walk-ins.
* Ensure the Daily Activity Sheet is completed and disseminated.
* Keep jail log information for inmate tracking.
* Reports to COA.
* All other assigned duties