



**Job Title:** Fingerprint Technician & Dispatch      **Wage/Hour Status:** Non-Exempt  
**Reports To:** Chief of Police      **Pay Grade:**  
**Dept. /School:** Police Department      **Date Revised:** 11/14/2011

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**Primary Purpose:**

Manage the daily operation of the Electronic Fingerprinting Office to ensure efficient operations. Maintain proficient records and maintenance of the Electronic Fingerprinting equipment. Manage the daily operation of the Dispatch Office to ensure safe and efficient operations of the Police Department. Respond to telephone and two-way radio information to make on-the-spot adjustments

**Qualifications:**

**Education/Certification:**

High school diploma or GED

**Special Knowledge/Skills:**

- Able to speak Spanish fluently (preferred)
- Effective telephone and communication skills
- Ability to receive and give verbal instructions effectively
- Ability to pass alcohol and drug test
- Ability to pass psychological testing
- Proficient map reading skills
- Have general knowledge of the area
- Ability to take and process fingerprints electronically

**Experience:**

Minimum of two years experience as a dispatcher (preferred)

**Major Responsibilities and Duties:**

**Routes and Schedules:**

1. Handle assignments of police officers for all shifts.
2. Evaluate information received and assign to appropriate personnel.
3. Coordinate the response effort in the event of an emergency or accident.

**Communications:**

4. Dispatch police personnel and vehicles and communicate with them using a two-way radio.

5. Maintain good public relations with the public and school district personnel.
6. Communicate with students, parents, staff, and the community.
7. Interpret both written and verbal communications (bi-lingual Spanish/English preferred).

**Reports and Records:**

8. Maintain adult and juvenile records.
9. Maintain pertinent documentation.
10. Maintain call and action logs.
11. Prepare various reports as required by the state, district, or department.
12. Other duties as assigned.

**Supervisory Responsibilities:**

None

**Equipment Used:**

Telephone, two-way radio, fax machine, copier, calculator, computer, printer, electronic fingerprinting equipment, district approved forms.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Office work; moderate walking standing, climbing, carrying, stooping and sitting. Repetitive hand motions.

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