



**University of Texas at El Paso
Job Description**

Job Code: 6345
Job Title: Police Communications Operator
Department: Job may be available in different departments/divisions
Reports To: In accordance with specific departmental policies
FLSA Status: Non-Exempt
Prepared By: Human Resource Services
Creation / Revision Date: October 26, 2010

Summary: Receives and screens incoming calls for law enforcement and other emergency services.

Note: The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

Statement of Duties and Responsibilities:

Dispatches patrol units and emergency vehicles in coordination with local police department.

Enters information into computer-aided dispatch system.

Operates two-way radio and other communications equipment to dispatch police units and relays instructions or information to remote units.

Operates and monitors all radio transmissions on University Police frequencies.

Monitors all University fire and intrusion alarm systems.

Provides police personnel information from local, state, and national crime information center.

Maintains all University warrants of arrest and provides to police personnel.

Verifies inquiries and requests for authorization into secure areas throughout the University.

Assists the Traffic Department with data entry as needed.

May be required to work weekends and evenings.

Must be able to work various shifts as assigned.

Knowledge of all Microsoft Office software and able to learn and use institutional software systems.

Complies with all State and University policies.

Other duties may be assigned.

Supervisory Responsibilities: No supervisory responsibilities.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education required: High school diploma or general education degree (GED).

Minimum Experience required: After employment, successful completion of a minimum of 40 hours of training for a police Telecommunications Operator as mandated by the Texas Commission on Law



Enforcement Officer Standards and Education. Must be 21 years of age.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand. The employee is regularly required to sit; use hands to feel; reach with hands and arms; and talk or hear. The employee must occasionally sit. The employee is occasionally required to lift and move up to 25 lbs. Special vision requirements for this position include close vision, color vision, and peripheral vision.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.