



JOB DESCRIPTION

Job Title: Emergency Communications Specialist	Date Created: 06/18/2018
Department: Operations	Date Revised: 11/11/2022
Division:	Salary: \$45,549.00 – \$63,550.00
Grade: 22	FLSA: Non-exempt

Summary of Duties: The Emergency Communications Specialist (ECS) receives and processes requests for service for police, fire, and EMS. Demonstrates a strong leadership presence that promotes the NTECC mission, vision, and strategic plans. This position works independently under the general supervision of the Operations Supervisor and collaborates with NTECC personnel as well as customers.

Essential Job Functions:

- Answers emergency and non-emergency call requests for service for police, fire, and emergency medical assistance for member agencies; prioritizes and dispatches emergency responders and appropriate resources; coordinates with other agencies, citizens, and businesses to gather information, make referrals, or dispatch assistance, including mutual aid requests.
- Relays pertinent information to public safety personnel (police, fire, medical) via radio in a concise, organized, and understandable manner; monitors radio traffic and provides immediate information and assistance.
- Utilizes the CAD system to maintain status and awareness for a variety of public safety and personnel (police, fire, medical), resources and incidents; documents updates and changes in the CAD system as required; notifies key supervisory and management personnel on critical incidents.
- Conducts computer searches through local, state, and national databases, interprets and provides information to the requesting officer; confirms stolen property, wanted persons, and missing persons; enters data into TCIC/NCIC as requested; sends and receives teletypes, completes regional warrant confirmations for member agencies and processes all appropriate paperwork to ensure accurately and timely notification to confirming agencies and member cities.
- Supports the NTECC culture by assisting co-workers as needed with guidance and training.
- Supports the relationship between the NTECC and the public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and NTECC staff.
- Maintains high level of confidential and sensitive information in a discrete and professional manner.
- Maintains the integrity, professionalism, values, and goals of the NTECC by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Punctual and regular attendance at work; work the assigned schedule and comply with the timekeeping policies and procedures. Able to work in a 24/7 work environment (weekends, holidays, inclement weather) and any shift (day or night).
- Performs other duties as assigned.

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. All listed qualifications, skills, knowledge, and abilities are considered essential and required.

Knowledge and Skills:

- Ability to collaborate and work with a diverse team and within the policies, guidelines, and the NTECC culture, including the core values of trust, professionalism, accurate and timely, compassion, teamwork, and our people.
- Ability to address multiple demands simultaneously; prioritize work and respond to difficult situations under stress of time or circumstances; remain professional and operate effectively in high stress situations.

- NTECC policies and procedures for dispatching public safety personnel.
- Geography within the NTECC service area including, but not limited to, streets, highways, boundaries, thoroughfares, landmarks, businesses, and locations of police and fire stations and districts.
- Operating standard and specialized public safety hardware and software to enter information with speed and accuracy.
- State and federal laws, regulations, and statutes governing dispatch for emergency services.

Minimum Qualifications and Conditions of Employment:

- Education: High school diploma or GED equivalent.
- Experience: One (1) year of related experience in a customer service environment.
- Must be at least 18 years of age.
- Must pass all applicable pre-employment screenings to include a drug screen and background investigation.
- Communicate clearly and concisely, relay details accurately both verbally and in writing.
- Must read, write, and speak English.
- A valid Texas Driver's License may be required or be able to obtain one within 90 days of employment.
- Must be able to pass FBI criminal background fingerprint check and comply with state and federal requirements for criminal justice information security standards.

Any work-related experience resulting in acceptable proficiency levels in the above Minimum Qualifications is an acceptable substitute for the above specified education and experience requirements.

License and Certification:

- Position requires successful completion of all required certifications within (1) year and continuous education training for current license(s). Certifications include Texas Commission on Law Enforcement (TCOLE) Public Safety Telecommunicator License; NCIC/TCIC full access, CPR, IAED Emergency Medical Dispatch and IAED Emergency Fire Dispatch.
- Depending on the needs of the NTECC, additional licenses and certifications may be required.

Physical Demands and Working Environment:

Work performed is primarily an office classification in a call center/dispatch environment, although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone and radio. Positions in this classification occasionally (daily, weekly, or monthly) bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees may be required to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and minimal direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

The position also requires meeting the essential requirements of the Physical Demands and Working Conditions, with or without reasonable accommodation. Work is performed in a fast paced, high volume call center environment; incumbents must remain alert and responsive while coordinating stressful situations in a fluid and dynamic work environment.

The above statements are intended to describe the general nature and level of work being performed and are not intended to be an exhaustive list of all responsibilities, duties and skills which may be required. NTECC is an Equal Opportunity Employer and encourages applications from all persons without regard to race, creed, color, national origin, religion, gender, age, marital status, disability, sexual orientation, veteran status, genetic information, or any protected class in accordance with the law. NTECC provides reasonable accommodation for its employees and the public with disabilities, including veterans. For more information, please contact NTECC Administrative Services.

Must be available to respond to critical issues during non-business hours.