



**HAINES BOROUGH
JOB DESCRIPTION**

POLICE DISPATCHER/JAILER SUPERVISOR

DEFINITION: Under the general direction of Police Chief and Police Sergeant, leads the work of a unit of Police Dispatchers/ Jailers engaged in performing various dispatching, clerical and jail duties in the Police Department; is responsible for files and records in the Department.

EXAMPLES OF DUTIES: The Police Dispatch/Jailer Supervisor shall:

1. Train and supervise Police Dispatcher/Jailers; prepare shift schedules and changes; assist Chief in preparing performance evaluations; prepare performance evaluations for probationary Dispatchers/Jailers; make recommendations on disciplining; assign work and maintain even work load; cross train employees. Review all logs, records and reports prepared by subordinates for accuracy and completeness.
2. Ensure that statistics and reports as required for local, State and Federal law enforcement agencies are properly prepared; design and maintain charts and forms; ensure maintenance of accurate court records, violation contact cards, juvenile contact cards, F.I. cards, and prisoner cards. Modify office procedures if necessary to maintain more efficient records/files systems; requisition dispatch-jail supplies, perform all the duties of Police Dispatcher/Jailer as necessary on the responsible shift worked.
3. Perform other related duties of Police Dispatcher/Jailer II as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of emergency services radio and communication procedures; basic office procedures; filing and records maintenance; principles and techniques of supervision; jail standards and rules as applicable.

Skills in operation of emergency radio systems; NCIC and APSIN computer system; operation of variety of office equipment.

Ability to think clearly and logically and apply general rules to specific situations; analyze situations quickly and accurately; record events accurately and clearly; write, spell and type accurately and legibly; speak clearly; use proper radio and telephone procedures; maintain confidentiality; deal successfully with the public; train and lead work of others.

EMPLOYMENT STANDARDS:

1. High school graduation or the equivalent. Office experience to include typing 45 wpm; records management and public contact is essential. Experience as a Dispatcher/Jailer and Supervisory experience is desirable.
2. Must have desirable background qualifications which are tested through extensive background investigation.