

Dispatcher Duties:

Performs entry-level routine clerical, administrative and technical work in receiving and dispatching routine and emergency information for the Catron County Sheriff's Office.

Duties and Responsibilities:

1. Works under the close supervision of the Communications Manager and Trainer.
2. Monitors telephones and radio in the emergency dispatch center, answers incoming calls and ascertains nature of call, gathers all necessary information to transmit or relay information.
3. Operates radios and dispatches law enforcement, fire, EMS and other units for emergency response; broadcasts nature, location, and time of incident; contacts all required personnel and other local concerns of an emergency situation; relays information as required for approximately 20 agencies within Catron County.
4. Maintain logs of radio and telephone communications location of personnel and equipment. In the event of an emergency situation, maintains on-going contact with the responding personnel and keeps them informed of all incoming pertinent information. Keeps track of various information such as traffic light out and streets closed and keeps emergency personnel and general public informed. Also all public utilities after hours, holidays and weekends.
5. Makes entries and inquiries on NCIC computer system.
6. Inputs data into standard office and department forms-both manual and automated.
7. Maintains dispatch documents and records.
8. Assists other Telecommunicators and Communications Manager in various projects as requested.
9. Attends seminars, workshops and training classes in order to maintain Continuing Education required by the State of New Mexico.