



## **COMMUNICATIONS SERGEANT**

**DEPARTMENT:** SHERIFF'S DEPARTMENT

**REPORTS TO:** Chief Operations Manager

**STATUS:** SALARIED

**PAY:** \$4233.00 to \$5062.00 per month DOE

### **JOB OBJECTIVES:**

To supervise, manage and maintain security in the Okanogan County Communications Center. To contribute to the safety and welfare of the field staff and county residents.

### **GENERAL STATEMENT:**

Serves as a first line supervisor for the Communications division of the Okanogan County Sheriff's Office. This class is characterized by the responsibility to provide mid-management supervision to the Communications Officers on any given shift and to provide for the safety of the field staff. This class is also characterized by its relative independence in and responsibility for shift management, operational decisions, direct supervision of Communications personnel and their evaluations and the enforcement of the Standard Operations Procedures.

### **CONTROLS OVER WORK:**

Works under the supervision of the Chief Deputy of Operations, Undersheriff and the Sheriff. Must be aware of and follow the laws and ordinances of the State of Washington and the County of Okanogan, and Department Procedures and Policies pertaining to the safety of the Field and Communications staff. The Chief Deputy of Operations, Undersheriff and Sheriff are available to help resolve emergency situations.

### **ILLUSTRATIVE EXAMPLES OF WORK:**

- A. Supervises temporary and permanent members of this division during an assigned shift. Assigns work details and projects for completion on the shift. Assists and advises staff personnel with difficult or unusual problems.
- B. Directs and supervises the training of all new Communications Officers.
- C. Represents the Communications Officers at supervisors meetings.
- D. Inspects records and complaints and observes practices to assure maintenance of required security standards and enforces the Standard Operations Procedures.
- E. Responsible for shift management, operational decisions, direct supervision of Communications Officers and their evaluations.
- F. Schedules subordinates to work shifts and assigns specific duties to be performed.
- G. Performs all basic functions of a Communications Officer.

**MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS AND ABILITIES):**

**Knowledge of:** the operations and procedures of the Communications Center to include public relations, telephone and radio procedures and in-house and access computer systems.

**Ability to:** Operate the telephones and radio. Maintain effective supervisory relationships with all department staff; act quickly and effectively in emergency situations. Maintain supervisory records and disciplinary records on Communications personnel.

**REQUIRED QUALIFICATIONS:**

1. 21 years of age
2. United States Citizen
3. High School diploma or GED
4. Washington Driver's License at time of employment
5. Typing Skills
6. Operate a CAD System
7. First Aid and CPR

**Experience and Training:**

- Two (2) years of continuous employment in a Communications Center with a background with E9-1-1.
- Applicant cannot have been convicted of any felonies. Background investigations, psychological and polygraph exams may be conducted on successful candidates. Hiring is provisional based on the outcome of psychological evaluations.