



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## PUBLIC SAFETY TELECOMMUNICATOR I

Job Number: 20000687

Job Code: 24010V230916

Job Group: 2400 - AUXILIARY LAW ENFORCEMENT

Job Established: 06/16/1982

Job Revised: 09/16/2023

Grade: 10 Salary (MIN - MID):

\$14,694-\$22,041 - Hourly

\$2,387.78-\$3,581.66 - 37.5 Hr. Monthly Salary

\$2,546.96-\$3,820.44 - 40 Hr. Monthly Salary

Special Entrance Rate:

\$19.752 - Hourly

\$3,209.70 - 37.5 Hr. Monthly Salary

\$3,423.68 - 40 Hr. Monthly Salary

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 12 months, except as provided in KRS 18A.111.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Under direction and guidance, receives and disseminates information concerning public safety and law enforcement activities to, from and between Kentucky State Police mobile units, law enforcement agencies, other public safety agencies, and the public by means of telephone, teletype, or in person. Answers 911 calls and provides emergency medical dispatch instructions while emergency responders are en route; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

High school graduate.

#### **EXPERIENCE, TRAINING, OR SKILLS:**

NONE

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

NONE

### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

Must obtain certification as LINK/NCIC Operator within thirty days of employment in this job classification. Must obtain certification as an Emergency Medical Dispatcher within sixty days of employment in this job classification. Must obtain certification as a Telecommunicator by the Kentucky Law Enforcement Council (KLEC) within twelve months of employment in this job classification. Shall not have been convicted of a felony or other crimes pursuant to KRS 15.540. Must maintain any

required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials <https://apps.legislature.ky.gov/law/statutes/statute.aspx?id=52880>

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Under direction, performs beginning level work in receiving and disseminating information concerning public safety and law enforcement activities. Answer 911 calls and provides emergency medical dispatch instructions to victims and callers in distress, while emergency responders are en route to the scene. Receives information, complaints and inquiries from the public (by telephone or in person) on subjects such as: road and weather reports, driver and vehicle licenses, accident information and other matters relating to functions performed by the Kentucky State Police and initiates appropriate actions. Directs emergency response vehicles to accident scenes. Operates the National Attack Warning System in cooperation with the Office of Civil Defense and Mobilization. Formulates computerized transactions with LINK (Law Information Network of Kentucky) and NCIC (National Crime Information Center). Prepares messages for transmission on the National Law Enforcement Teletype System. Enters data into time card systems for hours worked for KSP personnel. Enters activity data of KSP sworn personnel which is routinely used in court as official documentation of incidents and used by the agency to generate reports. Completes appropriate reports on all criminal activities and complaints received. Maintains communication center files and logs on all information received. Monitors KSP post security cameras including lobby area, impound lot, post property, NCIC terminals and equipment. Maintains contact with Kentucky Emergency Operations Center with respect to conditions of federal highways and creates CARS entries for closure on federal and state highways. Operates and monitors the National Attack Warning System in cooperation with the Office of Civil Defense and Mobilization. Initiates and cancels AMBER alert activations. Operates telecommunications device for the deaf. Continually updates supervisors on all incidents requiring KSP response and makes notification to agency headquarters of specific and/or critical incidents when required by policy, or at the direction of agency supervisors.

**UNIQUE PHYSICAL REQUIREMENTS:**

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed in a communications center at a Kentucky State Police Post and under extremely stressful conditions. May be required to work rotating shifts.

**ADDITIONAL REQUIREMENTS:**

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.*