



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

PUBLIC SAFETY TELECOMMUNICATOR II

Job Number: 20000688

Job Code: 24030V230916

Job Group: 2400 - AUXILIARY LAW ENFORCEMENT

Job Established: 06/16/1982

Job Revised: 09/16/2023

Grade: 12 Salary (MIN - MID):

\$17,781-\$26,672 - Hourly

\$2,889.42-\$4,334.20 - 37.5 Hr. Monthly Salary

\$3,082.04-\$4,623.16 - 40 Hr. Monthly Salary

Special Entrance Rate:

\$23.901 - Hourly

\$3,883.92 - 37.5 Hr. Monthly Salary

\$4,142.84 - 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.*

Independently 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, via 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:

Must have three years of experience in the transmission, receiving and relaying of electronic information for law enforcement, emergency medical, fire, emergency management, military communications, or traffic operations.

Substitute EDUCATION for EXPERIENCE:

College will substitute for the required experience on a year-for-year basis up to a maximum of two years.

Substitute EXPERIENCE for EDUCATION:

NONE

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

Must be currently certified as a telecommunicator by the Kentucky Law Enforcement Council (KLEC). Must provide documentation of successful certification as an Emergency Medical Dispatcher within sixty days of employment in this job classification. Must provide documentation of successful certification as a LINK/NCIC operator within thirty days of employment

in this job classification. Operator 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 job 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.*

With minimal supervision, professionally performs the duties of a Police Safety Telecommunicator I. Informs telecommunications supervisor of problems or concerns with operations inside the communications center. Assists telecommunications supervisors with LINK/NCIC validations and second party checks of active entries by making modifications, cancellations and corrections to reports for submission and review. Gives input at the local level regarding changes of policy and procedures or operational guidelines. Assists telecommunications supervisors with the collection of routine and specialized report data. Provides technical assistance for entry level telecommunicators when needed.

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, nights, weekends, and holidays

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.