

## KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court  
555 Bay Road, Dover, DE 19901*

Department of Public Safety  
*Division of Emergency Communications*  
Classified, GRADE 8  
40 Hour Week

### DISPATCHER I

GENERAL STATEMENT OF DUTIES: Receives, handles and processes emergency and non-emergency calls received through the Enhanced 911 phone equipment at a trainee level; dispatches fire, rescue, and emergency medical units to all resident and non-resident citizens in and around Kent County; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Employees in this classification work closely with Dispatchers III in learning proper methods of receiving, triaging, and dispatching fire, rescue, emergency medical, or police incidents within Kent County. The employee is responsible for reading geographic, logistical, and/or any other printed resource materials made available for daily operations, using a computer-aided dispatching system for alerting the appropriate agency to any reported incident received,. This work is performed under the immediate supervision of a Dispatcher III and in accordance with standard operating procedures.

ADA REQUIREMENTS: This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

EXAMPLE OF WORK: (Illustrative only)

Receive numerous emergency and non-emergency calls;  
Determine the exact location of the emergency incident and dispatches the proper response agency and equipment;  
Dispatch additional fire equipment or personnel when circumstances require;  
Dispatch Delaware State Police helicopter/paramedic service on medical emergencies;  
Maintain a constant update of all mobile units in service in the field, showing their status, location, and fire ground conditions;  
Assist fire, rescue, emergency medical, government and private agency officials in the field with

special logistical support information such as hazardous materials, water supply, location of handicapped individuals, mutual aid support, and/or evacuation plans;  
Contact appropriate utility companies to shut off services in emergency situations when necessary;  
Relay and/or tie in through radio/telephone communications all basic and advanced life support ambulances to the appropriate medical facility and monitors same for channel control;  
Maintain logs/records and collect data;  
Monitor fire, security, and other alarms in Kent County;  
Operate logging recorder;  
Provide back-up service for the City of Dover Fire Department.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Some knowledge of the geographic area, streets, rural roads, and highway system of the County; some knowledge of Federal and State regulations governing radio transmissions; alertness and skill in detecting the scope and magnitude of an emergency; ability to communicate effectively and to work under confining conditions; ability to use approved radio equipment and computer systems with pertinent applications; regular and timely attendance; performance of duties in a safe manner.

**ACCEPTABLE EXPERIENCE AND TRAINING:** Completion of standard high school coursework or G.E.D.; or any equivalent combination of experience and training which provides the required knowledge, skill and abilities.

**ADDITIONAL REQUIREMENTS:** Must pass written examination and typing test administered by the Kent County Personnel office. Must pass testing for substance abuse, and criminal background investigation. Must pass background security investigation. Must sign a confidentiality form for Delaware State Police information. Must possess or secure and maintain Emergency Medical Dispatch and Fire Dispatch certifications within 18 months of hire. Must work a rotating twenty-four-shift, seven days a week, as assigned. Must memorize dispatch information and procedures compiled by Department. Must have ability to locate emergency dispatch information in a fast and efficient manner. Direct deposit of pay required.

---

Employee Acknowledgment

REV. 12/10/91

REV. 7.1.94

Rev. 07/01/00

Rev. 07/01/03