

COTTONWOOD COUNTY

Dispatcher/Jailer

FLSA

Exempt

Non-Exempt

JOB DEFINITION: Under general supervision, provides dispatch services for all law enforcement and medical emergencies within the County. Work responsibilities extend to the intake processing and oversight of prisoners within the County jail.

ESSENTIAL FUNCTIONS: *The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES:

Answers and logs in all incoming calls to the County Sheriff's Department and the City of Windom Police Department; routes calls to the proper agency, including the police departments of the City of Westbrook and the City of Mountain Lake.

Answers, records and logs in all 911 emergency calls for the County; using a paging and/or siren system to alert the proper emergency units; routes units to the emergency scene.

Assists law enforcement personnel via radio and the Minnesota Justice Information System (MNJIS) terminal to identify vehicle owners and status; identifies person for traffic history, crime history and warrants; provides administrative messages to other justice system terminals nationally.

Drafts an Initial Complaint Report (ICR) for all incidents that law enforcement participates in and investigates; data enter into MNJIS/NCIC incidents involving stolen or recovered property, runaway juveniles or missing persons.

Data enters warrants from the County Court into the MNJIS/NCIC via the state terminal.

Obtains criminal history records from MNJIS or NCIC on incarcerated persons.

Issues burn permits to the general public; responds to questions regarding civil or criminal matters.

Processes inmates; maintains inmate files; observes and logs inmate activities; documents statements or criminal activities by inmates for future court testimony.

Orders and serves inmate meals; distributes prescription/non prescription drugs; oversees laundry exchanges.

Ensures the transport of inmates to other correction facilities, court and medical appointments.

Monitors the proper operation of cell security locks and all entry/exit doors; participates in the training of new staff; performs fingerprinting for job requirements.

Performs other duties as assigned or required.

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KNOWLEDGE, ABILITY AND SKILLS:

- Knowledge of the 911 system.
- Knowledge of CJIS, CJRS, NCIC, dispatch and jail regulations, policies and procedures.
- Ability to stay alert and calm in emergency situations.
- Ability to read maps, calculate mileage and provide accurate directions to emergency personnel.
- Ability to operate various office equipment.
- Ability to operate a personal computer and various software applications
- Ability to make basic mathematical calculations.
- Ability to establish and maintain effective working relationships with co-workers, superiors, law enforcement, external public agencies and the general public.
- Ability to communicate effectively, both orally and in writing.
- Ability to prepare various reports.
- Ability to assess, analyze, identify and implement solutions to non-routine problems.
- Ability to perform emergency first aid and CPR .

MINIMUM QUALIFICATIONS: High school diploma or equivalent and two years of experience in emergency dispatch/jail operations or an equivalent combination of qualifying education and experience. CJIS, CJRS, NCIC certification. POR certification. First Aid/CPR certification. Possession of a valid State of Minnesota driver's license.

ADDITIONAL REQUIREMENTS: May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 100 pounds. Vision requirements include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. Potential exposure to infectious diseases. Potential exposure to dangerous situations involving hostile inmates. .

Employee Signature

Supervisor Signature

Date

Date

Cottonwood County is an Equal Opportunity Employer. In accordance with the Americans with Disabilities Act, Cottonwood County will provide reasonable accommodations to qualified individuals with disabilities, and encourages prospective employees and incumbents to discuss potential accommodations with the employer.