

## COMMUNICATIONS OFFICER

DISTINGUISHING FEATURES OF THE CLASS: The work involves the direction and/or coordination of the activities of the Communications Division of the County Sheriff's Department including the installation, maintenance and operation of communications equipment utilized for police, fire, ambulance and related emergency service. An incumbent is also responsible for public information releases. An incumbent is a law enforcement officer with the rank of Captain and may be engaged in the investigation of offenses and the apprehension of violators. The work is performed under the administrative direction of the County Sheriff. Supervision is exercised over subordinate employees engaged in dispatching and other activities of the Communication Division. A Communications Officer performs related work as required.

### TYPICAL WORK ACTIVITIES:

- Insures that government regulations concerning installation and operation of municipal radio stations are complied with;
- Participates in operation, testing and development of police, fire or other municipal communication systems;
- Acts as security officer for the New York State Police Information Network (NYSPIN) computer and communicates with other police agencies exchanging information and replying to inquiries;
- Trains and evaluates performance of new personnel involved in communications division operations;
- Compiles schedules for communications division personnel;
- Cooperates with fire, weather station, and civil defense authorities to originate or relay messages in coping with emergency situations;
- Develops, edits, and communicates information designed to inform public of department activities;
- Prepares and disseminates news releases, fact sheets, photographs, or tape recordings to media representatives or others;
- Investigates criminal offenses and participates in the apprehension of violators;
- Assists other law enforcement agencies in the conduct of criminal and non-criminal investigations;
- Interviews candidates for promotion or appointment to emergency communications positions in order to make hiring recommendations;
- Administers terms and conditions of employment as contained in collective bargaining agreements covering assigned subordinates;
- May respond to employee grievances and represent the Department at grievance hearings;
- May, on occasion, perform in specialized areas of investigation or enforcement;
- Responds to emergencies by organizing staff to cope with indicated needs;
- Completes and reviews a variety of record and reports associated with law enforcement work, computer system operations and the maintenance and repair of department equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of the operation and maintenance of municipal communications equipment and computer terminals; good knowledge of modern principles, practices and techniques of police work; working knowledge of laws and regulations governing tele-communications and police activities; ability to prepare written material; ability to supervise the work of others; ability to follow and communicate written and oral directions; good judgement; good character; good physical condition.

PROMOTION QUALIFICATIONS:

Must be permanently employed by the Cattaraugus County Sheriff's Office and have three years of permanent competitive class service as a Deputy Sheriff Sergeant or Police Sergeant OR two years of permanent competitive class service as a Deputy Sheriff Lieutenant or Police Lieutenant.

CATTARAUGUS COUNTY CIVIL SERVICE

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