

**Leon County Public Schools
Classification Specification**

Salary Grade 33

Summary Information:

Classification Title: Dispatcher

Date Prepared: 04/2003

FLSA Status: Non-Exempt

Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

Activity Identification

Activity Name

409	Dispatching	Dispatch appropriate information to proper authorities.
026	Telephone Operation	Receive, make or transfer telephone calls.
020	Reception Services	Receive and assist all persons who come into the office.
008	Internal Liaison	Liaison among departments, functions, groups, or schools within the district. Communicate information to appropriate personnel.
316	Public Relations	Address questions, concerns and requests from members of the public.
645	Data Entry	Enter data.
023	Department Records	Maintain and control records. Includes logs, cost records, personnel records, rosters, and general records.
646	Data Inquiry/Access	Use computer terminals to access data.
005	Staff Coordination	Coordinate the activities of one or more staff. Assist in scheduling and administrative requirements.
032	Time Records	Maintain time records.
755	In-Service Training	Participates in appropriate in service training.
999	Assigned Duties	Perform other duties as assigned.

General Classification Specification Factors:

Education/Experience: High School diploma or equivalent with three years of related experience

Supervisory Responsibility: None

Type of Supervision: N/A

Effective Date: 07/01/2003

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Skill Identification (cont.)

Communication Skills	Important	Not Important
<ul style="list-style-type: none"> • Oral communication--exchanging or expressing ideas by means of the spoken word • Presentations--transmitting information in a formal setting • Foreign communication--using a language other than English to communicate in writing or orally • Written communication--preparation of manuscripts, speeches, detailed plans, letters, policies, etc. • Editing written documents for content • Reading comprehension - understanding technical or scientific blueprints and charts • Public speaking 	X	
		X
		X
		X
	X	
		X
		X
		X

Physical Demands	Important	Not Important
<ul style="list-style-type: none"> • Balancing - maintaining body equilibrium to prevent falling when walking, standing, or crouching • Carrying - transporting an object, usually holding it in the hands or arms or on the shoulder • Climbing - ascending or descending ladders, stairs, scaffolding, ramps, poles, ropes, and the like, using the feet and legs and/or hands and arms • Color - Match or discriminate colors • Fingering - picking, pinching, or other-wise working with the fingers primarily (rather than with the whole hand or arm as in handling) • Feeling - perceiving such attributes of objects and materials as size, shape, temperature, or texture, by means of receptors in the skin, particularly those of fingertips • Handling - seizing, holding, grasping, turning, or otherwise working with the hand or hands (fingering not involved) • Hearing - perceiving the nature of sounds by the ear or receiving detailed information through oral communication, or making fine distinctions in sound • Lifting - raising or lowering an object from one level to another (includes upward pulling) • Pulling - exerting force upon an object so that the object moves toward the force (includes jerking) • Pushing - exerting force upon an object so that the object moves from the force (including slapping, striking, kicking, and treadle actions) • Reaching - extending the hands and arms in any direction • Seeing - obtaining impressions through the eyes of shape, size, distance, motion, color, or other characteristics of objects or people • Sitting – placing your body in a chair, bending at the waist, with your knees bent and back straight 		X
		X
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	X	