

Leon County Public Schools Classification Specification

Salary Grade 30

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

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| 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