



CITY OF ALTON
Civil Service
101 East Third Street, Room 100
Alton, IL 62002

AFSCME POSITION AVAILABLE

POSITION TITLE: Communications Clerk

DEPARTMENT: Police

Base Salary: \$4,125.30 PER MONTH

REQUIREMENTS:

- A high school diploma or equivalent
- LEADS certification must be obtained and periodically updated.
- All applicants must take an Audio Data Entry exam to qualify.

See Job Description.

Please submit applications to the Civil Service Office by **June 19, 2019**.

CIVIL SERVICE COMMISSION
Alton, Illinois

Job Description
Communications Clerk - Police Department

GENERAL STATEMENT OF DUTIES

Receives/dispatches incoming requests for emergency/non-emergency assistance for police, fire, or other city provided services, enters and retrieves computerized law enforcement data.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Operates/monitors various channels (i.e. police, fire, point to point, public works, Illinois State Police Emergency Radio Network (ISPERN) etc.) of a radio console; dispatches provided information as necessary.
- Receives emergency/non-emergency calls for assistance from city residents, provides necessary information, and/or dispatches to appropriate service unit.
- Dispatches and prepares control cards for services such as tow trucks, IDOT, Illinois Power, and emergency vehicles as needed.
- Maintains computerized records of stolen items, wanted/missing persons, warrants, validations, etc.; and logs all computer entries and cancellations.
- Accesses, utilizes, and relays information from federal, state, and local law enforcement computer systems specifically Law Enforcement Agencies Data Systems (LEADS), Regional Justice Information Center (REJIS), and an in-house police reporting computer system.
- Completes police reports and makes supplementary reports as needed.
- Assists in building security: allows only authorized individuals into secured doors leading to the police station; monitors an alarm panel.
- Operates various communication equipment such as a radio/telephone system, paging system, and TDD device for the deaf; changes and maintains 24 hour tape recording system.

SUPERVISION RECEIVED

Supervision is provided by the Police Lieutenant/Commander of given shift.

MINIMUM QUALIFICATIONS

- A high school diploma or equivalent.
- LEADS certification must be obtained and periodically updated.

August 1990