

**INGHAM COUNTY
JOB DESCRIPTION**

COMMUNICATIONS OPERATOR

General Summary

Under the supervision of the Lieutenant in the Field Services Division, enters and recalls warrants in the LEIN system, responds to incoming calls to the Communications Center, and updates the Sex Offender Registration Book. Provides information to police officers on warrants, driving records, expired license plates and criminal histories.

Essential Functions

1. Enters to the LEIN system warrants for Sheriff's Department, Circuit Court Probation, Pretrial Services, Friend of the Court, District Court, Animal Control, Parks Department, and local police agencies. Verifies the accuracy of information on warrants relating to date of birth, driver's license number, and various other information. Recalls warrants that have been canceled.
2. Enters information on personal protection orders, missing persons, stolen items and other incidents to LEIN system. Cancels information upon recovery or court order. Files reports, and maintains the records system.
3. Receives incoming calls to the Communications Center, responds to inquiries, directs calls, and takes messages.
4. Sends in state and out of state administrative messages, confirming warrants for other police departments and referencing extraditions.
5. Receives LEIN Validation Records from State Policy and verifies accuracy and validity of warrants and other entries.
6. Changes and monitors Dictaphone tapes that record telephones and radio traffic in the Dispatch Office and Communications Desk.
7. Updates information in the Sex Offender Registration and provides registration book for public inspection.
8. Updates breathalyzer records for OUIL arrests.
9. Provides information to police officers on warrants, driving records, expired license plates and criminal histories.
10. Performs other tasks as assigned.

Other Functions

11. None listed.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications

Education: High school graduation or equivalent with some advanced coursework in data entry and legal terminology.

Experience: One year of data entry or clerical related experience in a law enforcement setting or in the legal field.

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to enter and retrieve information from computer.

Ability to file and retrieve files and documents.

Working Conditions:

Works in office conditions.