

**DOUGLAS COUNTY
SHERIFF'S OFFICE**

JOB TITLE: JDC71 - 911 Data Support Specialist

Exempt: Yes	Job Type: 4419E
Pay Grade: E440	Department: Office of the Sheriff
Approved/Reviewed By: Sheriff Darren Weekly	Date: 01-10-23

General Duties: Performs administrative duties for dispatch such as pulling fire and law audio tapes for discovery purposes, entering Cold Files into the Colorado Crime Information Center (CCIC) and managing the CCIC terminal during business hours. This is a highly confidential, safety sensitive position.

Supervision Exercised: None.

Supervision Received: Works under the assigned supervision within the Regional Communications Center.

Examples of Duties and Responsibilities:

- Pulling audio tapes and phones calls for discovery purposes or when requested by responding agencies.
- Entering cold files into CCIC for stolen or lost property.
- Managing the CCIC terminal during business hours. They are responsible for all warrant confirmations and movement notifications.
- Any other administrative duty required by dispatch.

Education: High school graduate or GED.

Experience:

- Previous Emergency Dispatch experience preferred.
- Preferred knowledge of CCIC

Special Requirements:

- At least 18 years of age.
 - High level of understanding of computer programs and keyboarding.
 - Attention to detail.
 - Possession of a valid Colorado driver's license.
 - Able to deal with confidential materials and records.
 - Able to multitask on a consistent basis.
 - Able to pass qualifying exams including a hearing test.
 - Must have excellent grammatical and spelling skills.
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Essential Functions:

Language Skills: Ability to establish and maintain effective working relationships. Ability to communicate in both oral and written form.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed written or oral instructions. Able to comprehend and retain information related to general job assignments made within context of position held.

Work Environment: Work is generally performed in a typical office environment.

Mental Abilities: Comprehends and processes new information quickly and accurately. Retains relevant information.

Verbal Skills: Speaks English clearly and effectively.

Computer Skills: Must have basic user-level competency with Windows PC operating systems.

Independent Judgement: Work is performed independently. Must be able to use individual judgement and perform solving skills to accomplish goals and achieve desired results.

Note: The successful applicant must be able to perform ALL the above job functions, unassisted, and at a pace and level of performance consistent with actual job requirements.

Other: In the event of an emergency/disaster in or near the County, all County employees are expected to make every effort to be available to assist the County Manager, Elected/Appointed Officials and Department Directors to ensure the continued operation of any and all necessary County functions. This may mean being available to perform additional duties and hours beyond what is normally required. In the event an exempt employee does work more than 40 hours a week in support of County operations during an emergency, such employee may receive overtime or other appropriate wage compensation in accordance with existing County policies or at the discretion of the County.
