



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
SEASONAL FIRE CONTROL DISPATCHER II	28	D	1.823
SEASONAL FIRE CONTROL DISPATCHER I	26	D	1.824

SERIES CONCEPT

Fire Control Dispatchers operate communication equipment at an assigned interagency communications center and dispatch personnel, supplies, aircraft and mobile equipment to fire scenes, medical emergencies, law enforcement incidents, hazardous materials incidents and other emergency situations.

Dispatch emergency response personnel and equipment to incident scenes; receive calls and obtain pertinent information regarding the problem, location, person reporting and telephone number; determine the nature and extent of equipment and personnel required for the situation and dispatch nearest available units to provide protection for life, property and natural resources during medical emergencies, vehicle accidents, structural or wildland fires, and other emergency situations.

Maintain communication with responding units, reporting parties and division office; establish priorities and coordinate and update information concerning the incident; mobilize and dispatch additional resources and logistical support as appropriate or as requested by the incident commander; contact and advise other agencies, special response teams, and other interested parties of pertinent information.

Operate computers, radios and other communications equipment; maintain records, logs and files related to incidents, personnel and equipment activated, billing information for cooperating agencies, controlled burns and other data; track out of state and out of district assignments.

Monitor multiple radio frequencies and answer telephones including business and emergency lines; relay information to and from units in the field; respond to questions or refer callers to appropriate office; broadcast routine announcements regarding meetings, training, weather forecasts and other notices.

Maintain current information and advise the division office concerning the status of available personnel and equipment including division and volunteer firefighters, emergency vehicles, aircraft and other apparatus; maintain duty rosters of personnel on duty and on call; track status, location and activities for responding units.

Maintain updated information regarding the policies of the division and other cooperating agencies, jurisdictional maps, mutual aid agreements and telephone directories; type fire and incident reports and prepare financial summary sheets.

Perform related duties as assigned.

CLASS CONCEPTS

Seasonal Fire Control Dispatcher II: Under supervision, Seasonal Fire Control Dispatcher II's perform the full range of duties outlined in the series concept. Incumbents have dispatching responsibility for State and federal natural resource agencies. This is the journey level in the series.

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CLASS CONCEPTS (cont'd)

Seasonal Fire Control Dispatcher I: Under close supervision, incumbents receive training in performing all or part of the duties outlined in the series concept. This is a trainee class, and progression to the next level may occur upon meeting the minimum qualifications, satisfactory performance and with the approval of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Pursuant to NRS 284.4066, all positions in this series have been identified as affecting public safety. Persons offered employment in this class must submit to a pre-employment screening for controlled substances.
- * A valid driver's license or evidence of equivalent mobility is required at the time of appointment and as a condition of continuing employment.
- * Positions are required to work varied shifts, weekends and/or holidays.
- * Applicants are required to type 30 words per minute.

SEASONAL FIRE CONTROL DISPATCHER II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of increasingly responsible clerical experience, one year of which included dispatching personnel and equipment to fires and/or other emergency situations; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Seasonal Fire Control Dispatcher I in Nevada State service. (*See Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: operation and use of a computer aided dispatching system; terminology used in radio communication; fire suppression terminology, procedures, and safety protocol; ICS methods, practices, strategy and equipment used in an all-risk/wildland emergency response communications center. **General knowledge of:** mutual aid agreements with other agencies; coordination and flight-following of aircraft. **Ability to:** establish and maintain cooperative working relationships with others in an interagency environment; read and interpret a variety of maps (topographic, road, hazard, aviation); successfully complete required ongoing training; *all the knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: basic initial attack responses and resources; division recordkeeping procedures; division policies and procedures related to dispatching emergency response personnel and equipment; Resource Ordering and Status System (ROSS). **General knowledge of:** Nevada Division of Forestry district boundaries and the boundaries of adjacent fire districts; jurisdictional boundaries and functions of other public safety and emergency response agencies in Nevada and neighboring states. **Ability to:** make decisions to arrive at sound solutions to routine and unusual circumstances; coordinate dispatching, recordkeeping, and related activities during emergency situations to preserve lives, property and natural resources.

SEASONAL FIRE CONTROL DISPATCHER I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of clerical experience; **OR** an equivalent combination of education and experience. (*See Special Requirements*)

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MINIMUM QUALIFICATIONS (cont'd)

SEASONAL FIRE CONTROL DISPATCHER I (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

General knowledge of: the use of personal computers and basic office equipment; proper telephone etiquette. **Ability to:** use word processing and spreadsheet applications; read and follow written procedures and operations guidelines; plan, organize and prioritize daily activities; learn and practice proper dispatch policies and procedure; receive information and quickly determine priorities; communicate effectively both orally and in writing; understand equipment, policies, procedures, and strategies to promote effective local, State and federal security operations for the protection of people, property and interagency institutions; remain calm in emergency situations; function effectively during potentially dangerous and life-threatening situations for extended periods of time; establish and maintain cooperative working relationships with others; input data and records and generate reports; accurately transmit information by means of radio and telephone; adjust to and work effectively in rapidly changing circumstances.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Seasonal Fire Control Dispatcher II.)

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this series.

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ESTABLISHED:

2/18/11PC

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