

HILLSBOROUGH COUNTY **SHERIFF'S OFFICE**

DAVID GEE, SHERIFF

Tampa, FL



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Job Title: Vehicle Service Dispatcher
Job Code: W4943
Pay Grade: WD
Exempt: No
Probation: Twelve-month initial probationary period

Job Overview

Perform duties dispatching, monitoring, and controlling vehicles responding to service requests.

Job Duties and Responsibilities

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described below.

- Receive calls from clients requesting service and assign vehicle operators to specific routes.
- Dispatch and maintain status of vehicles utilizing computer aided dispatch, radio, and telephone systems.
- Issue street address, routing instructions, and other information to vehicle operators.
- Maintain records and reports of service requests rendered, available equipment, and operational logs.
- Perform other related duties as required.

Knowledge, Skills, and Abilities

- Working knowledge of the use and operation of computer, radio, and telephone systems.
- Working knowledge of the functions, services, procedures, and regulations of the department to which assigned.
- Working knowledge of Hillsborough County roads, streets, and traffic patterns.
- Ability to operate computer aided dispatch, two-way radio, and telephone systems.
- Ability to clearly communicate information using two-way radio and telephone systems.
- Ability to read a street map.
- Ability to plan, organize, and prioritize work.
- Ability to review and modify routes to maximize operational efficiency.
- Ability to prepare and maintain records and reports.
- Ability to work effectively with others.

Minimum Qualification(s)

Note: Applicants must meet the following requirement(s) to be considered minimally qualified for the job.

Graduation from high school or possession of a GED Certificate.

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Additional Requirements

- Possession of a valid Florida driver's license at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months.
- No illegal drug use after 30 years of age.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- Prior military personnel must not have a dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a criminal background investigation or update including polygraph, reference/employment/neighborhood checks, and medical evaluation.