

Dispatcher/Records
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=257287>

Downloaded On: Jul. 24, 2025 1:12am

Posted May 22, 2025, set to expire Jan. 28, 2026

Job Title Dispatcher/Records

Department

Institution South Orange County Community College District
Mission Viejo, California

Date Posted May 22, 2025

Application Open until filled

Deadline

Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Public Safety

Job Website <https://www.schooljobs.com/careers/socccd/jobs/4949311/dispatcher-records>

Apply By Email

Job Description

SUMMARY DESCRIPTION

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Under general supervision from the Chief of Police or designee, performs radio dispatch for police, parking services, and other public safety personnel; dispatches police units and communicates with other emergency service agencies as appropriate in support of the police department at an assigned campus; performs a wide variety of specialized clerical duties involved in the preparation, retention, maintenance, distribution, and release of criminal records and materials related to public safety activities in accordance with the California Law Enforcement Telecommunication Systems (CLETS); manages and coordinates service, training, and maintenance of the Live Scan fingerprint system; and provides a variety of information and assistance to students, faculty, staff, and the general public relative to assigned area of responsibility in person and over the telephone.

DISTINGUISHING CHARACTERISTICS

Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. The incumbent is expected to complete both Dispatch and Records training through POST and maintain current knowledge by attending regular POST continued training. Regular ongoing duties include performing the full range of Dispatcher duties and, in addition, specialized functions related to the computerized and non-computerized law enforcement records management systems including preparation, retention, maintenance, distribution, and release of criminal records and materials related to public safety activities in accordance with the California Law Enforcement Telecommunication Systems (CLETS).

REPRESENTATIVE DUTIES

The following duties are typical for this classification. The incumbent may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Receive emergency and non-emergency telephone calls for service from the campus community, general public, law enforcement, and field personnel; determine nature, priority, and location of emergencies; dispatch campus police and other emergency responders, as necessary.

Operate police radio communications systems to transmit and receive a variety of messages and calls for service while dispatching personnel and equipment according to standard operating procedures or personnel requests.

Operate a variety of computer-based software systems including CAD, records management system, and California Law Enforcement Telecommunications System (CLETS); operate CLETS to enter, modify, and retrieve data associated and connected with law enforcement records and criminal history

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databases; serve as primary or alternate Agency CLETS Coordinator (ACC) on matters pertaining to the use of CLETS.

Correspond in person, in writing, or by phone when a request for records is received; respond to subpoena duces tecums for department records; consult with the City Attorney, District Attorney's Office, and Department of Justice as needed.

Research Public Records Act laws relating to criminal records and case law to determine authority to release or deny request for records; appear in court on behalf of the department as required; interpret and apply various state laws regulating the control and release of criminal records.

Monitor campus fire alarms, intrusion alarms, and panic alarms. Dispatch appropriate personnel as needed.

Operate network systems related to the college access control and CCTV systems and security objects; perform backup procedures; import/export cardholder records; generate reports.

Answer maintenance service emergencies during evenings, weekends, and holidays; contact appropriate maintenance staff after hours, as necessary.

Perform general clerical duties; type, word process, and proofread a variety of documents and forms including general correspondence, reports, and memoranda from rough draft, recordings, or verbal instruction; compile information and data for statistical reports; enter information into computer system; access student information as requested/necessary.

Maintain accurate and up-to-date public safety files, records, and logs; develop and monitor various logs, accounts, and files for current and accurate information to establish and maintain daily log of all calls and field units dispatched; verify accuracy of information, researching discrepancies and recording information; file police reports and other documents; organize and maintain filing systems to maintain records and reports in a safe/secure filing system for permanent record keeping; process requests for records and subpoenas; perform annual Clery Act reporting.

Process criminal identification and evidence.

Serve as receptionist for the assigned area; receive office visitors and telephone calls; provide material and information in response to requests for information related to the assigned area of responsibility; route calls to appropriate personnel and convey telephone messages; refer callers to appropriate staff for further assistance as needed.

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Provide information and reports to Police Officers including daily and weekend reports with information regarding weekend classes and events on campus.

Operate office equipment including computer, typewriter, calculator, copier, and facsimile machine; utilize various computer applications and software packages; maintain and generate reports from a database or network system.

Provide support for front counter and other general office operations; maintain office supplies and inventories; order, receive, and maintain office supplies and equipment; prepare and deliver requisitions, purchase orders, and work order forms.

Assist the Chief of Police with the development, evaluation, and testing of emergency and disaster operating procedures in conjunction with other departments of the District and other agencies.

Provide Live Scan fingerprinting service.

Perform related duties as required.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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