



State of California – Natural Resources Agency  
DEPARTMENT OF PARKS AND RECREATION

## DUTY STATEMENT

| DIVISION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | CLASSIFICATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | POSITION NUMBER<br>(Agency-Unit-Class-Serial) |  |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|--|--|
| LEES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Dispatcher Clerk (LT)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 549-807-1660-915                              |  |  |
| DISTRICT/HQ SECTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | WORKING TITLE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | CBID                                          |  |  |
| Telecommunications                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Dispatcher Clerk                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | R04                                           |  |  |
| SECTOR/HQ UNIT                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | REPORTING LOCATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | INCUMBENT                                     |  |  |
| Northern Communications Center (Norcom)                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Sacramento Norcom                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                               |  |  |
| STATE HOUSING                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | IMMEDIATE SUPERVISOR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                               |  |  |
| Housing not available                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Communications Supervisor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                               |  |  |
| SENSITIVE POSITION DESIGNATION (Check if applicable)                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                               |  |  |
| <input checked="" type="checkbox"/> Sensitive Position as designated by the Department per <a href="#">California Code of Regulation (CCR) 599.961</a>                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                               |  |  |
| POSITION DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                               |  |  |
| Under the direction of the Northern Communications Center (NORCOM) Communications Supervisor, the Dispatcher Clerk Operates telephone systems, law enforcement telecommunications terminals, computers, FAX terminals and programmable scanners. Maintain Law Enforcement Records, and Requests emergency and non-emergency services to assist the Communications Operator staff in their duties. The reporting location for this position is located in the Northern Communications Center. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                               |  |  |
| ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                               |  |  |
| ESSENTIAL FUNCTIONS:                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                               |  |  |
| %                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | TASK/DUTIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                               |  |  |
| 50%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>LAW ENFORCEMENT RECORDS AND INFORMATION MANAGEMENT</b><br>Maintain Law Enforcement Records as necessary for State Parks Peace Officers, California Department of Fish and Wildlife Wardens, MRCA Rangers, and U.S. Fish and Wildlife Officers. Requests emergency and non-emergency services to assist the Communications Operator staff in their duties. Accurately receive and process requests from appropriate personnel for information from the Cal Photo system. Accurately maintain and update all technical publications. Operates telephone systems, law enforcement telecommunications terminals, computers, FAX terminals and programmable scanners. Assist other personnel in maintaining liaison with local fire/rescue personnel and law enforcement agencies. Generate event numbers for public safety events/actions and issue event numbers for public safety reports. Complete other tasks as assigned by Communication Center Supervisors or Manager. |                                               |  |  |
| 40%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>ADMINISTRATION</b><br>Ensure proper storage and timely destruction of confidential/secure documents. Maintain accurate criminal history disposition date. Enter and update automated F I (field information), GEO (location) file, and Peace Officer information into CAD. Provide clerical support to communication operators (to include but not limited faxing, copying, mailing and various tasks) as assigned.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                               |  |  |
| 5%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Attend training as required. Meet DOJ CLETS training standards as DOJ may stipulate.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                               |  |  |
| MARGINAL FUNCTIONS:                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                               |  |  |
| %                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | TASK/DUTIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                               |  |  |
| 5%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                               |  |  |
| TYPICAL WORKING CONDITIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                               |  |  |

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|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-------------|
| None                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                             |             |
| <b>TELEWORK DESIGNATION:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                             |             |
| This position is designated as NOT Telework Eligible.                                                                                                                                                                                                                                                                                                                                                                                                                        |                             |             |
| <b>SPECIAL REQUIREMENTS:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                             |             |
| None                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                             |             |
| <p>The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.</p> |                             |             |
| <b>SUPERVISOR STATEMENT:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                             |             |
| I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.                                                                                                                                                                                                                                   |                             |             |
| <b>SUPERVISOR NAME (PRINT OR TYPE)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>SUPERVISOR SIGNATURE</b> | <b>DATE</b> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                             |             |
| <b>EMPLOYEE STATEMENT:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                             |             |
| I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.                                                                                                                                                                                                                                       |                             |             |
| <b>EMPLOYEE NAME (PRINT OR TYPE)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>EMPLOYEE SIGNATURE</b>   | <b>DATE</b> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                             |             |