

***NAPA VALLEY COLLEGE
STUDENT WORK STUDY
JOB DESCRIPTION***

TITLE OF JOB: CLERK/DISPATCHER

POSITION UPDATED: JUNE 2018

DEPARTMENT: NVC POLICE
DEPARTMENT

GENERAL PURPOSE:

Under general supervision, work in a support function to provide coordination of emergency and non-emergency assistance, and act as a liaison between the public, other college departments, and field units.

DUTIES:

Receive and dispatch requests for assistance, perform clerical work, operate automated records system, act as receptionist and office liaison, operate communication equipment, and other duties as assigned.

SKILLS REQUIRED:

Ability to type, alphabetize, and follow directions. Knowledge of office procedures practice, filing systems, telephone techniques, communication equipment, and knowledge of computer software including Windows operating system and Office products., accuracy in typing and math. Must be able to prioritize and respond with accuracy and speed, and to work effectively with people.