

**BOARD OF REGENTS
STATE OF IOWA
REGENT MERIT SYSTEM**

Class Title: Dispatching Clerk

Class Code: 1211

Pay Grade: 505

GENERAL CLASS DESCRIPTION:

Under general supervision, uses the telephone and base radio unit to coordinate the use of personnel and machines for physical plant operations. Duties may involve the use of personal computers, computers terminals and a variety of software and/or conventional office equipment.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Operates and logs base radio unit for coordination of activities regarding the transportation of workers and work crews, the location and movement of machines and equipment and the delivery of materials and supplies.
2. Logs all vehicle and material movements to and from job sites.
3. Answers and logs telephone calls from workers on job sites and relays information to proper supervisor, vendor, etc.
4. Relays information to coordinate the efforts of various university crews and private utility company employees during underground digging and for all emergencies.
5. Records accident reports concerning workers, vehicles or materials.
6. Is responsible for recognizing malfunctions in radio and pager units, and corrects or initiates repair.
7. Operates motor vehicles as required.
8. Responds to calls for emergency service, including snow removal, as required.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed, nor is it intended that related duties cannot be required.

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KNOWLEDGES, SKILLS, AND ABILITIES:

1. Knowledge of proper radio operations and care of such equipment.
2. Skill in operating office equipment.
3. Ability to collect data and keep records accurately.
4. Ability to follow oral and written instructions.
5. Ability to communicate effectively with staff, students, and the public.

MINIMUM ELIGIBILITY REQUIREMENTS:

1. Graduation from high school and any combination of clerical experience, health care experience and/or post high school education which totals one years, or
2. Any combination of clerical experience and/or health care experience which totals two years.

REVISION EFFECTIVE: October 20, 2003