

### COMMUNICATIONS ASSISTANT

**DESCRIPTION:** Under immediate supervision, performs responsible work in the operation and monitoring of radio, teletype, telephone switchboard, microwave, and/or communications data systems; performs related work as required.

**EXAMPLES OF WORK:** (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Operates emergency two-way radio equipment and teletype system equipment to receive, originate and relay oral and written messages to or from law enforcement agencies, military, public health agencies, and nuclear power plants to provide necessary information and to verify operational capabilities of the communications systems.

Enters information concerning messages and radio network activity onto logs to maintain a record of activity and to facilitate processing of the information.

Operates Civil Defense National Radio-Teletype System (CDNARS), Civil Defense National Teletype System (CDNATS), National Warning System (NWS), and Emergency Broadcast System (EBS) on a daily basis to perform operational checks and to insure accessibility to each system.

Monitors national weather teletype and posts current state weather information.

Answers internal and external agency and public requests for communications information to maintain network operations, foster effective intra-agency and interagency relationships, and to promote public awareness of the civil defense communications capabilities.

Instructs agency personnel in the operation of communications equipment and related procedures to familiarize the staff with correct operations and procedures and to make available for emergencies a qualified pool of communications personnel.

Posts and updates duty officer materials including a current duty officer roster, files, log books, and procedural manuals to insure the continuity of the duty officer system and to insure the availability of current information.

Answers and directs telephone calls concerning all types of agency information.

Maintains communications room filing system.

Types correspondence and memos.

**FULL PERFORMANCE KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED:** (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: federal, state, local, and military communications regulations, policies, and procedures; civil defense radio/teletype communications networks; civil defense emergency operations requirements and capabilities; the organization and function of civil defense, public health, and safety agencies.

## COMMUNICATIONS ASSISTANT (continued)

Ability to: interpret and apply federal, state, local, and military communications regulations, policies, and procedures; communicate effectively with agency officials as well as representatives of federal, state, and local agencies; remain calm in emergency situations of both long and short duration; make quick, rational decisions and judgments.

ENTRY KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: filing and record keeping methods; radio/radio-teletype communication equipment, operation, and procedures.

Ability to: communicate orally and in writing with agency officials, other federal, state, and local officials, and the public; operate radio/radio-teletype equipment.

Skill in: typing; self control sufficient to maintain composure under trying conditions.

JOB PREPARATION GUIDELINES: (Entry knowledge, abilities, and/or skills may be acquired on the job and are needed to perform the work assigned.)

Post high school coursework/training in radio and/or radio-teletype communication equipment operation OR experience in radio/radio-teletype operations.

### SPECIAL NOTE

Due to Federal Communications Commission regulations governing use and operation of amateur radio equipment, it is desirable for persons hired to positions in this class to acquire a General Class Radio Amateur license after employment.