



Classification: Temporary Clerk (Radio Shop)

Title Code: V09752

Pay Range: Hourly

POSITION SUMMARY: This position requires skilled work in the installation and removal of mobile communications equipment. Work includes the preparation of equipment for installation, such as constructing platforms, brackets, and creating solutions for various custom installation problems. Work is performed under general supervision of a designated superior who reviews work upon completion.

DESCRIPTION OF DUTIES PERFORMED: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Installs and removes communications equipment in new, used, and reassigned vehicles (e.g., mobile radios, scanners, CB radios, electronic sirens, vehicular repeaters, traffic radars, video camcorders, mobile computing devices, cellular telephones, and related equipment).

Repositions and exchanges communication equipment in reassigned vehicles.

Prepares equipment for installation, including construction of installation platforms, brackets and related installation materials.

Installs bench-tested communications equipment in new vehicles (e.g., mobile radios, scanners, CB radios, extenders, electronic sirens, video cameras, MCD docking stations and related equipment).

Conducts basic performance tests for radio reception, RF power output, modulation and frequency after installation of the equipment.

Troubleshoots and repairs minor problems that occur as a result of the installation process.

Repairs power cables and antenna leads as needed.

Constructs and assembles mobile equipment for the necessary installation of platforms, brackets, cabling, antenna, and related installation materials.

Operates patrol vehicles as needed to move them to and from the work area.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Ability to learn the basic principles of installing commercial mobile radio equipment.

Skill in the use of tools essential in the removal and installation of communications equipment.

Ability to learn the use of communications test equipment.

Ability to follow precise and detailed installation procedures.

Must have the ability to disconnect, remove, and transport mobile radio transmitters and associated equipment from the trunk or under dash area of a mid-sized car.

Have dexterity in moving from one part of a vehicle to another and in handling small tools and parts.

Ability to work in varying temperature extremes.

Ability to lift and position equipment up to 50 lbs.

Ability to stand for extended periods of time.

Ability to safely operate small power tools and various hand tools used in the installation process.

Ability to safely use soldering iron and electronic testing equipment associated with the communications trade.

Ability to follow oral and written directions.

Ability to exercise judgment and discretion.

Ability to operate basic office equipment as detailed in the description of duties.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED: (The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Possession of a high school diploma or equivalent.

NECESSARY SPECIAL REQUIREMENTS: Must possess a valid driver's license.

FLSA STATUS: Non-Exempt

WORK SCHEDULE: An employee in this position works a maximum eight-hour shift as directed by the division supervisor, making sure no more than 1,000 hours of work is completed in a time period of one year; however, working hours are subject to change at the discretion of the commanding authority.