



CITY OF SHREVEPORT
CLASS SPECIFICATION
Unclassified Position
RTCC Specialist I

EFFECTIVE: 6/30/2021
DATE ADOPTED:

GRADE: Unclassified
CLASS NO: (Created by HR)

PAY RANGE **\$35, 000** **Annually**

ESSENTIAL DUTIES:

Technical and administrative work which involves monitoring video cameras to detect criminal or suspicious activity and relaying that information to police officers and other supported users via authorized communication channels.

Work includes monitoring, operating, and interpreting multiple interactive software systems regarding emergency and criminal calls for service. Work also includes conducting queries of criminal justice databases and other supporting information sources, as well as researching relevant videos to assist in investigations and transmitting those videos securely.

The Specialist may need to support authorized users in emergency situations, and will need to be able to support those users quickly using all means possible to relay immediately useful information. Reports directly to the RTCC Shift Lead for their shift. The specialist will handle all other duties as required.

MINIMUM PREFERRED QUALIFICATIONS:

Either: At least 1 year of experience in law enforcement, military, security, emergency preparedness, or public safety in patrol, investigatory, dispatch, technical or similar support capacity sufficient to gain a basic familiarity with law enforcement functions and operations.

OR

At least a 2 year associates degree in a related field like Criminal Justice, Criminology, Computer Science, or other closely related fields.

PHYSICAL REQUIREMENTS: 1). Tasks involve the ability to exert very light physical effort in sedentary to light work, involving some reaching, handling, fingering and/or feeling of objects and materials. 2). Tasks require perception and discrimination of visual and oral communication ability.

WORK ENVIRONMENT: Tasks are regularly performed without exposure to adverse environmental conditions.

NORMAL PROMOTIONAL PATH FROM THIS CLASS: Any higher class or level for which eligible and qualified.

SEND RESUME TO: Keith.Hanson@Shreveportla.gov or Alysa.Irving@Shreveportla.gov