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# Example of Security Dispatcher Job Description

Our company is growing rapidly and is looking to fill the role of security dispatcher. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for security dispatcher

* Operate and monitor multiple in-house CCTV, alarm and access systems including the computer aided dispatch (CAD) taking necessary action when needed
* Requires dispatching police related emergency and non-emergency calls
* Use of Matrix card access system
* Operate switchboard and direct calls efficiently and with a smile
* Print and make available all Dining Service menus (to-go menus, weekly dining menus)
* Take and communicate Dining Service reservations (dinner and private dining room, weekend meal request and pickup, Dining Services special event RSVPs)
* Manage new Resident process
* Perform administrative services (faxing, copying, ) for Residents and staff
* Build and maintain rapport through positive, professional relationships with Residents
* Listen empathetically to any complaints

## Qualifications for security dispatcher

* Proficiency in typing on a computer
* Must expertly navigate quickly and efficiently between multiple, complex software systems and Microsoft Office applications
* Ability to understand radio communications and to communicate with a variety of individuals clearly and precisely
* Ability to understand and prepare written materials at a moderate level, such as transportation logs
* Ability to set priorities, multi-task, and maintain control of work flow
* Knowledge of morgue or funeral home transport or dispatch operations