



City of Hempstead

1015 11th Street
Hempstead Texas 77445
979.826.3332
979.826.4850 fax
<http://www.hempsteadpdx.com>



JOB OPPORTUNITY

Telecommunications Operators

OPEN DATE: MAY 31, 2016
CLOSING DATE: OPEN UNTIL FILLED

Starting Salary: \$27,000 yearly

Job Description:

- Required to operate radio, telephone, police records management system, CAD, and coordinate all incoming emergency and non-emergency calls to appropriate personnel or agency in a timely manner.
- Perform efficiently and effectively in a fast paced and stressful environment.
- Responsible for receiving, processing, effectively prioritizing, and documenting all calls for service and performing relative administrator duties.

Benefits:

TMRS Retirement; Certification Incentives; Insurance 100% paid for employee

MINIMUM REQUIREMENTS:

- **Education/Training/Experience:** High School Diploma or G.E.D. Equivalent Certificate, Must possess a TCOLE Basic Telecommunications Certificate or able to obtain within one year of employment
- Must possess a valid driver's license
- Must pass extensive background investigation
- Must pass a drug, physical, and psychological exam
- Ability to work any shift, must be willing to work holidays, weekends, and overtime, as needed for scheduling purposes

Applications are available at www.hempsteadpdx.com and should be mailed or delivered to:

Hempstead Police Department
1015 11th Street
Hempstead, TX 77445