



CITY OF MISSOURI CITY
invites applications for the position of:
**Telecommunications
Officer - 911 Dispatcher-**
Review Begins
8/25/2017-Posted Until
Filled

An Equal Opportunity Employer

SALARY:

Salary: Depends on Qualifications

OPENING DATE: 08/15/17

CLOSING DATE: Continuous

DEFINITION:

This is an entry-level, technical staff, full-time position with the City of Missouri City Police Department. Generally working 2nd and 3rd shift, weekends and holidays. The incumbent is responsible for dispatching police, fire and animal control personnel to emergency and non-emergency calls for service in the City.

**EXAMPLES OF
WORK:**

- Respond to emergency calls for service, collect essential information from callers; determine nature of emergency; dispatches appropriate personnel; assist callers according to Departmental policies and procedures;
- Provide information to police or fire personnel; refer non-emergency calls to appropriate departments; enter data into division, department or similar databases; and assist walk-in visitors;
- Perform clerical or administrative duties; research information as requested or directed; provide information to the public and other departments; and process various documents;
- Record and maintain systems and jail board logs;
- Develop and maintain familiarity with the City's geography;
- Must be able to work any shift, weekends and/or holidays;
- Perform other related duties as assigned;
- Subject to 24-hour recall.

**EXPERIENCE
AND**

A High School Diploma or General Education Development (GED) Certificate and a minimum of 40 words per minute are required. One year or more professional experience as a public safety dispatcher is preferred. Prior

EDUCATION experience as a dispatcher, customer service representative or closely
REQUIREMENTS: related experience is desired.

EXPERIENCE PREFERRED BUT NOT NECESSARY

TEST DATE: Wednesday, September 20, 2017

SUPPLEMENTAL The Department of Human Resources & Organizational Development may
INFORMATION: consider an equivalent combination of education, training and/or
experience.

APPLY ONLINE BY CLICKING THE FOLLOWING LINK:

<http://missouricitytx.gov>

CONTACT US:

1522 Texas Parkway
Missouri City, TX 77489
(281) 403-8500

humanresources@missouricitytx.gov

Job #20170815
TELECOMMUNICATIONS OFFICER - 911 DISPATCHER-
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MC

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