



## TELECOMMUNICATIONS OFFICER

**Posting Date: November 30, 2018**

**Closing Date: Posted Until Filled**

<b>Position</b>	Telecommunications Officer	<b>Salary Range</b>	<b>\$38,000</b> - no experience <b>\$39,000</b> – less than 2 years <b>\$42,000 - \$53,000</b> - 2 or more years experience (DOQE)
<b>Class Structure</b>	Public Safety Support	<b>Reports to</b>	TCO Supervisor
<b>Class</b>	Telecommunications Operator	<b>Department</b>	Police
<b>Level</b> <b>FLSA</b>	1 Non-exempt	<b>Submit application to:</b>	<a href="mailto:EMPLOYMENT@STAFFORDTX.GOV">EMPLOYMENT@STAFFORDTX.GOV</a> <b>ATT: HUMAN RESOURCES</b>

**BACKGROUND IMPACTING POSTION:** The City of Stafford is widely recognized as the largest city in Texas which does not assess a city property tax. The majority of city funds are derived from the city sales tax. The City Council has emphasized the responsible use of city funds and resources. The city has a solid goal of living within its' means to which it is committed. The prudent administration of all budgetary matters, proper utilization of funds and resources by every Department is a critical component of preserving the City's strong fiscal status. This position is a key employee in that pursuit.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The below statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.

- Communicate, via telephone, radio, and in person in a courteous manner and maintaining composure while communicating with irate and/or irrational people to obtain necessary information.



## City of Stafford

---

- Operates computer systems and accurately inputs data into in-house, statewide, and federal systems.
- Operates radio consoles for police, fire, EMTS and other city departments when necessary.
- Operates portable radios.
- Reads and comprehends manuals and instructions.
- Comprehend and follow verbal instructions.
- Operates the teletype device for the deaf.
- Understands and reads digital and numeric clocks, both standard and twenty-four hour.
- Operates fax and copier machines.
- Creates and maintains information logs as required.
- Accurately completes all paperwork in an understandable manner.
- Understand and maintain files as required.
- Follow established procedures.
- Reads, understands, and complies with all security and safety procedures.
- Completes training program and state mandated training within prescribed time.
- Subject to 24 hour recall: The City reserves the right to require an employee in this position to work overtime including during emergency situations (defined as any natural or man-made disaster that may or may not necessitate the relocation of City personnel or citizens). In the event of an emergency and/or a required evacuation, the incumbent may be required to remain at work to provide needed services or perform essential duties for the benefit of the general public including services or duties different from those performed in the normal course and scope of the position.

**KNOWLEDGE, SKILLS & ABILITIES:** To perform in this position successfully, and individual(s) must be able to perform each essential duty and responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. **At time of application and duration of**

- Must be proficient in composition, grammar, spelling and general writing skills
- Ability to complete multiple tasks in a high stress environment
- Strong organizational skills a must
- Must be able to work varying shifts – nights, holidays, weekends, and overtime as necessary
- Must be able to work alone and with groups



## City of Stafford

---

**EDUCATION, EXPERIENCE AND TRAINING (Certification/Licensure):** The preferred way to obtain the minimum knowledge, skills and abilities to perform the essential duties and responsibilities of this position are listed below. The City reserves the right to allow substitutions in the event that a candidate or incumbent exceeds requirements in one area but may be deficient in another.

- Must be able to provide proof of eligibility to work in the United States
- High school diploma or GED
- Must type 35 wpm and pass computer-based testing.
- Computer experience with Windows based programs.
- Must be able to work variety of hour, shift, days, holidays, and weekends.
- Must be able to work with groups or alone, without regard to the scheduled shift.
- Must be able to pass background investigation, psychological, and drug testing.

**ADA AND OTHER REQUIREMENTS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals to perform the essential functions.

Positions in this class typically require: reaching, standing, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**The City of Stafford is an Equal Opportunity Employer**