



ALVIN COMMUNITY COLLEGE
invites applications for the position of:

FT Dispatcher

SALARY: \$13.21 - \$15.32 Hourly
\$2,290.17 - \$2,655.00 Monthly
\$27,482.00 - \$31,860.00 Annually

DIVISION: Office of Student Services

DEPARTMENT: Police Department

OPENING DATE: 03/06/19

CLOSING DATE: 03/24/19 11:59 PM

JOB SUMMARY:

This is a full-time *Telecommunication Operator (Dispatcher)* position classified as Technical Support, Clerical and Maintenance (TSCM). This is a non-exempt position located in the Alvin Community College's Police Department. Should a review of your application result in the intent to pursue your candidacy, you will be contacted by phone or email for an interview. The salary will depend upon the directly related years of work experience.

APPLICATION STATUS

Your application status will be updated throughout the review process. If your application is still in progress, your application has not been reviewed by the hiring department.

TERMS OF EMPLOYMENT

Requires flexible work schedule to meet program needs, which may include working days, evenings and/or weekends. Must be able to obtain a Basic Telecommunicator Certification through TCOLE within a year from hire date. Must have a valid Texas Driver's License. Must be willing to work all shifts, special events and overtime.

*Safety sensitive position.

ESSENTIAL DUTIES:

Position is responsible for the operation of the TLETS computer system which has world-wide capabilities. Position also performs general clerical duties including: typing, filing, radio and other clerical duties, computer data entry, and radio dispatch.

- Coordinates correspondence, memos, purchase order and travel requests.
- Answer telephone and provide administrative support for the Chief of Police.
- Coordinate radio and telephone communications for Police Officers and other personnel on campus.
- Responsible for helping manage vehicle parking permit files.
- Responsible for maintaining files of traffic citations both College and JP 3.
- Responsible for reviewing, approving or denying vehicle usage requests.
- Maintain a log of lost and found items and log claimed items.
- Responsible for maintaining files on key distribution.

- Responsible for a monthly report of travel mileage of the College fleet vehicles distributed to proper personnel including Chief of Police, Vice Presidents and College President.
- Assist campus receptionist with work overloads as needed.
- Responsible for maintaining a daily radio log of all assignments to Police Officers which are entered into the Police reporting systems for daily reports.
- Responsible for inventory of office supplies and printed forms used in office.
- Responsible for dispatching Officers for fire alarms, intrusion alarms, and panic alarms on campus.
- Responsible for maintaining records of students with disabilities for any assistance needed.
- Responsible for dispatch coverage during emergency situations.
- Responsible for state Reports – Uniform Crime Records
- Act as campus receptionist after 5PM.
- Telecommunication Operator (TCO's) act as the contact personnel for the TLETS computer in conjunction with Austin.
- Responsible for maintaining required information on drivers of college vehicles (i.e. driving record, Defensive Driving and Liability insurance).
- Provide assistance for callers and on site visitors, students and employees as needed.
- Coordinates the message on the alert system in the event of a campus emergency.
- Must be willing to work all shifts, special events and overtime.

MINIMUM QUALIFICATIONS:

- High School diploma or GED
- At least one (1) year of clerical experience
- Must be able to obtain a Basic Telecommunicator Certification through TCOLE within a year from hire date. Must have a valid Texas Driver's License.
- Must be willing to work all shifts, special events and overtime.
- Records maintenance skills.
- Receptionist skills.
- Computer data entry skills.
- Clerical, word processing, and/or office skills.
- Ability to react calmly and effectively in emergency situations.
- Ability to interact and communicate with people over the telephone, often in stressful situations.

PREFERENCES:

- Experience as a certified Telecommunications Operator and Licensed TLETS Operator with knowledge of the operational procedures

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.alvincollege.edu>

Position #2019-090
FT DISPATCHER
DL

3110 Mustang Road
Alvin, TX 77511
281-756-3639

HR@alvincollege.edu

FT Dispatcher Supplemental Questionnaire

- * 1. Do you have a high school diploma or higher?
 Yes No

- * 2. Do you have experience as a certified Telecommunications Operator?
 Yes No

- * 3. Do you have experience with TLETS?
 Yes No

- * 4. Do you have at least one year of clerical experience?
 Yes No

- * 5. The responsibilities of this position will require a flexible work schedule to meet the needs of the college, including some nights, weekends and overtime. Are you willing and able to meet this requirement without restriction?
 Yes No

- * Required Question