

CITY OF WEBSTER
Telecommunications Operator
Internal and Public Posting
July 29, 2019 - Until Filled



Job Announcement:

The City of Webster's Police Department is accepting applications for the position of Telecommunications Operator. This position is responsible for receiving and dispatching accurate information for Police, Fire, and Emergency Medical Services. This position handles emergency and non-emergency calls from the public and law enforcement agencies using telephones, radio systems, and computer-aided dispatch system (CAD) following policies and procedures set by the state and/or agency. Telecommunication Operators work 12-hour shifts that will include weekends and/or holidays. Telecommunication Operators are also required to work during emergency management situations such as hurricanes, floods, industrial explosions, etc.

Minimum Qualifications:

High School Diploma or equivalent required. Must be able to obtain Department of Public Safety Certification on NCIC/TCIC within six months from hire. Must be able to obtain Texas Commission on Law Enforcement Basic Telecommunications License within one year. Previous Superior/OSSI experience preferred, along with one year of Police, Fire and EMS dispatch experience. Bilingual preferred.

Special Requirements:

Must have knowledge of computer operations stressing accuracy and speed. Ability to work in stressful situations, emergencies, perform multiple tasks, extensive data entry and public contact. Ability to work appropriately with co-workers and the public.

Benefits Include:

- An excellent benefits package that includes medical, dental and vision insurance.
- Life insurance, long-term disability coverage, retirement, tuition assistance, and professional certification pay.
- Tax free 125 account for medical and childcare expenses.
- Starting hourly salary range of \$17.663 - \$19.021 commensurate with experience, education and training.
- Retirement TMRS 7% employee contribution with 2 to 1 City match, upon vesting.
- Bilingual pay incentive.

Please submit your application to the Human Resources Department, City of Webster, 101 Pennsylvania Avenue, Webster, TX 77598. You may fax your application to (281) 316-4192, or submit an online application at www.cityofwebster.com under the employment tab. Applications may be downloaded from www.cityofwebster.com. You may attach a resume with your application. However, resumes will not be accepted in lieu of an application.

A job applicant offered a conditional offer of employment will be subject to drug testing, physical, psychological, and polygraph examination.

CITY OF WEBSTER IS AN EQUAL OPPORTUNITY EMPLOYER