



**City of Hempstead Police Department**  
**Telecommunications Operator**

**Date:** August 13, 2020

**Job Type:** Full Time

**Hours:** Willingness to and /ability to work all shifts including holidays and weekends.  
This shift is primarily night shift and rotating weekends (8- and 12-hour shifts).

**Location:** Hempstead Police Department  
1015 11<sup>th</sup> Street  
Hempstead, TX 77445  
Phone: (979) 826-3332

**Salary:** \$14.00 per hour plus Certificate Pay  
Health, Dental and Vision Insurance along with Retirement Benefits.  
2 weeks' Vacation accrued after 1 year of service.

**Education:** Graduation from an accredited high school or a G.E.D. equivalency diploma

**Requirements:** MUST BE 18 YEARS OF AGE OR OLDER  
MUST BE ABLE TO PASS DRUG, PHYSICAL AND PSYCHOLOGICAL EXAMS  
MUST PASS CRIMINAL HISTORY BACKGROUND

TCOLE Basic Telecommunications Certificate or able to obtain within one (1) year of hire  
Valid Driver's License

**Closing Date:** Open until filled

**Description:** Telecommunication Operators are responsible for the efficient response to emergency and non-emergency calls to include but not limited to, receiving, processing, effectively prioritizing and documenting all calls for service for the Hempstead Police Department from the public, relaying information to the appropriate source for assistance, and performing relative administrative duties.

**How to Apply:** Submit a completed City of Hempstead Employment Application (Police and Telecommunicator are the same application) along with additional required documentation to the Hempstead Police Department.

All completed applications need to be delivered in person or mailed to:  
City of Hempstead Police Department  
1015 11<sup>th</sup> Street  
Hempstead, TX 77445

Applications can be obtained online at [www.hempsteadpdx.com](http://www.hempsteadpdx.com) (under Recruiting TAB), or at the Hempstead Police Department.