

**HEDWIG VILLAGE POLICE DEPARTMENT  
TELECOMMUNICATOR  
JOB DESCRIPTION**

**JOB TITLE:** Police Dispatcher (Full Time)

**CHAIN OF COMMAND:** Reports to Civilian Supervisor

**PAY SCALE:** \$43, 890 – 58,419

**EFFECTIVE DATE:** August 3, 2021

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**Job Summary:**

Under the direction of the civilian supervisor, the dispatcher is responsible for facilitating and monitoring all radio traffic. While performing the responsibilities of a dispatcher, he/she is required to react to citizen's calls for assistance, in both emergency and non-emergency situations and greet and assist citizens who enter the lobby. The dispatcher also performs data entry into the in-house and other related departmental computer systems, receives and accepts bonds, and performs periodic prisoner checks in the jail. It is essential for all personnel associated with the dispatch office to maintain an above average degree of professionalism, while providing services to the community.

**Qualifications:**

- 18 years of age.
- Valid Texas driver license.
- Valid Social Security card.
- Must have a high school diploma or an equivalent G.E.D. certification.
- Must pass a thorough background investigation, to include criminal history, personal credit record, and past work ethic.
- Must be willing to work any shift, including weekends and holidays.

Must successfully complete a dispatch field training program (minimum of 80 hours).

In addition, Hedwig Village pays certificate pay of 4.5% of base pay for Intermediate, 5% for Advanced and 5.5% for Master Peace Officers. A shift differential of \$1000/year is paid for evening shift and \$1500/year for night shift. The city of Hedwig Village also offers all full-time employees a comprehensive medical, vision and dental plan and is a member of the Texas Municipal Retirement System.