



CITY OF MISSOURI CITY
invites applications for the position of:
**Telecommunications
Officer - 911 Dispatcher**

An Equal Opportunity Employer

SALARY:

Hourly
\$25.00

Annually
\$52,000.00

OPENING DATE: 02/10/21**CLOSING DATE:** Continuous**DEFINITION:**

This is an entry-level, technical staff, full-time position with the City of Missouri City Police Department. The incumbent is responsible for dispatching police and fire personnel to emergency and non-emergency calls for service in the City.

**EXAMPLES OF
WORK:**

- Respond to emergency calls for service, collect essential information from callers; determine nature of emergency; dispatches appropriate personnel; assist callers according to Departmental policies and procedures;
- Provide information to police or fire personnel; refer non-emergency calls to appropriate departments; enter data into division, department or similar databases; and assist walk-in visitors;
- Perform clerical or administrative duties; research information as requested or directed; provide information to the public and other departments; and process various documents;
- Record and maintain systems and jail board logs;
- Develop and maintain familiarity with the City's geography;
- Must be able to work any shift, weekends and/or holidays;
- Perform other related duties as assigned;
- Subject to 24-hour recall.

**EDUCATION,
EXPERIENCE,
OR
CERTIFICATION:**

A High School Diploma or General Education Development (GED) Certificate and a minimum of 35 words per minute are required. No experience necessary.

**SUPPLEMENTAL
INFORMATION:**

The Department of Human Resources & Organizational Development may consider an equivalent combination of education, training and/or experience.

APPLY ONLINE BY CLICKING THE FOLLOWING LINK:

<http://missouricitytx.gov>

CONTACT US:

1522 Texas Parkway
Missouri City, TX 77489
(281) 403-8500

humanresources@missouricitytx.gov

Job #21021-12
TELECOMMUNICATIONS OFFICER - 911 DISPATCHER
HR

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