CITY OF MISSOURI CITY invites applications for the position of:

Telecommunications Officer - 911 Dispatcher

An Equal Opportunity Employer

**SALARY:**

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<tr>
<th>Hourly</th>
<th>Annually</th>
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<td>$25.00</td>
<td>$52,000.00</td>
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**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.
TELECOMMUNICATIONS OFFICER - 911 DISPATCHER

Job #21021-12

APPLY ONLINE BY CLICKING THE FOLLOWING LINK:
http://missouricitytx.gov

CONTACT US:
1522 Texas Parkway
Missouri City, TX 77489
(281) 493-8500
humanresources@missouricitytx.gov

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