

# **NOTICE OF JOB ANNOUNCEMENT**

## **CITY OF STEPHENVILLE**

**POSTING DATE:** September 22, 2016                      **DEPARTMENT:** Police  
**JOB TITLE/CODE:** 9-1-1 Operator/Police Dispatcher  
**STARTING SALARY:** \$31,362 - \$38,048

**BRIEF DESCRIPTION AND QUALIFICATIONS:**

The **City of Stephenville Police Department** is currently accepting applications for the position of **Full-time 9-1-1 Operator/Police Dispatcher**. Applicants must be available to work days, evenings, nights, weekends, and holidays as they are scheduled. Applicants must successfully complete a background investigation, interviews, drug screening, and polygraph. Applicants must be 18 years of age or older.

**Essential job Functions:**

1. Receive and respond to emergency and non-emergency telephone calls.
2. Process and evaluate information, dispatch law enforcement and/or fire/EMS, consider call priority, availability and the number and types of personnel needed.
3. Maintain and validate data in local, state, and national computer databases.
4. Prepare and maintain accurate records of information in a computer aided dispatch (CAD) system.
5. Perform administrative duties as needed or requested.

**Minimum Education & Work Experience:**

- High School Diploma or G.E.D. equivalent

**Minimum Licenses & Certifications:**

- Valid State of Texas Class C Driver's License

**Recommended Licenses and Certifications:**

- TCOLE Basic Telecommunicator License
- TLETS Certifications

**TESTING:** Testing is scheduled for **Friday, November 04, 2016 at 9:00 A.M. at 356 N. Belknap, Stephenville, TX 76401**. Testing will include completion of a written test.

**CONTACT:** Applications are available at City Hall, 298 W. Washington, Stephenville, TX 76401, or on-line at [www.stephenvilletx.gov](http://www.stephenvilletx.gov) or [www.stephenvillepolice.org](http://www.stephenvillepolice.org) . **APPLICATIONS MUST BE RECEIVED BY 5:00 P.M. WEDNESDAY October 26, 2016.**