



**356 N. Belknap
Stephenville, Texas 76401
Phone: 254-918-1200 Fax: 254-918-1290
www.stephenvillepolice.org**

FULL-TIME TELECOMMUNICATOR

POSTING DATE: December 05, 2014

STARTING SALARY: \$14.40 – \$15.85 per hour

BRIEF DESCRIPTION AND QUALIFICATIONS:

The **City of Stephenville Police Department** is currently accepting applications for the position of **Full-time Telecommunicator**. 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 Certification
- TLETS Certifications

TESTING: Testing is scheduled for **Friday, January 16, 2015 at 9:00 A.M. at 1000 Airport Road, 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 or www.stephenvillepolice.org . **APPLICATIONS MUST BE RECEIVED BY 5:00 P.M. WEDNESDAY JANUARY 07, 2015.**