

City of Humble

Job Posting

Telecommunicator- Part Time

Date Posted: July 27, 2010

Department/Location: Police Department-Communications
310 Bender Ave – Humble, TX 77338

Hours: TBD

Posting Deadline: Open Until Filled

Position Objectives: Performs duties involving the dispatching of police, fire, EMS, and other after hours personnel to calls for service in an accurate and timely manner. Must have the ability to multi-task and remain calm in stressful or demanding situations. Minimum of six (6) months dispatching experience is preferred. TCLEOSE Certification is required. This position requires timely and dependable attendance at work and applicant must have excellent communications skills.

Basic Job Duties, Work Conditions, and Minimum Requirements:

Job Duties:

- Responsible for telephone, radio and teletype communications
- Dispatching police, fire, EMS, and other after hours personnel to calls for service
- Monitoring alarms and warning systems
- Maintaining a comprehensive centralized communications network
- Requesting computerized arrest records and criminal histories

Working Conditions:

- Work is performed primarily indoors under comfortable conditions
- May have periods of tense or demanding situations during shift

Qualifications and Education Requirements:

- High School Diploma or equivalent
- Must be TCLEOSE certified
- Must be able to pass polygraph exam, psychological exam, physical and drug screen
- Must also undergo a comprehensive background investigation
- Ability to multi-task is essential
- Applicants with 6+ months experience preferred

Applications will be accepted at City Hall–114 W Higgins, Humble, TX 77338. They may also be faxed to 281-446-3912 or emailed to mmiller@cityofhumble.net. Online applications from the Humble PD website will also be accepted.

The City of Humble is an AT-WILL-EMPLOYER and only accepts applications for positions that are currently posted. Applications will be reviewed by Human Resources and then forwarded to the hiring department to contact the selected applicants for interviews. Resumes will not be accepted in lieu of completed applications. Only applicants selected for interviews will be contacted.