

CITY OF LEAGUE CITY
invites applications for the position of:

Telecommunicator - PRN (Part Time)

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| SALARY: | \$25.00 - \$25.00 Hourly |
| OPENING DATE: | 03/17/22 |
| CLOSING DATE: | 03/24/22 11:59 PM |

JOB DESCRIPTION:

Monitor and Dispatch Public Safety Units. Answer incoming phone lines –emergency and non-emergency. Process and retrieve data from the TCIC/NCIC system, monitor incoming teletypes and other information as required by departmental and state guidelines. Maintain records in the Incode warrant system- Confirm/Serve. Trains new and existing employees as a normal course of their responsibilities. This is a safety sensitive and/or DOT position. As such, you will be required to participate in random drug testing at the city.

EXAMPLE OF DUTIES:

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Works a variety of schedules in a 24 hour, 7 day a week, communications center which includes, nights, weekends, holidays, and are considered essential personnel that must work through emergency situations including hurricanes and natural disasters.
2. Operates radio systems for Police, Fire, EMS, Fire Marshall, and after hour city services.
3. Operates a computer aided dispatch system in conjunction with radio system to dispatch appropriate field units via radio, relays information to mobile units, and receives and process information for departmental officials while constantly monitoring and maintaining contact with all field units.
4. Relays and updates necessary information to appropriate city departments and public safety agencies.
5. Answer incoming multi line Emergency 911 telephone calls and deliver lifesaving medical instructions when needed.
6. Process and retrieve data from the TCIC/NCIC system, monitor incoming teletypes and other information as required by departmental and state guidelines.
7. Trains new and existing employees as a normal course of their responsibilities.
8. Maintains specialized training certificates and licenses.
9. Performs other related duties as assigned by the Lead Communications operator or other Management personnel.

MINIMUM QUALIFICATIONS:

- High School Diploma or equivalent required.
- Six months to one year related experience preferred.

- Ability to pass CritiCall computerized testing. CritiCall is software that tests dispatcher, call taker, and telecommunicator applicants for critical skills & abilities necessary for success in today's complex -- and stressful -- dispatching environment.
- Must have the ability to obtain Emergency Medical Dispatch Certification within one year of hire date.
- Must not have any tattoos that are on hands, neck, or face.
- Must possess current TCOLE (TCLEOSE) Basic Telecommunications Certification and have the ability to receive access from the National Crime Information Center. Please refer to the chart below to see if you are qualified to receive licensing.

COMPLETION OF A PERSONAL HISTORY PACKET IS REQUIRED AND MUST BE SUBMITTED BEFORE YOUR APPLICATION WILL BE CONSIDERED:

You must have the latest version of Adobe installed on your computer before attempting to open the link below*

Please open the following [link](#) in the drop down box select Telecommunicator and complete the required Personal History Packet (PHP)

APPLICATION WILL NOT BE CONSIDERED UNTIL Personal History Packet (PHP) is received.

**Return Notarized PHP in an envelope,
ATTN: Kim Hera
Police Department
Records Division
555 W. Walker St.
League City, TX 77573
Normal Business Hours:
Monday - Thursday 7:30 a.m. - 5:30 p.m.**

At the time the Personal History Statement is returned, applicant **MUST** bring the **ORIGINAL** of all documents required. The original document will be examined, copy made and returned to you. (If applicant is out of town/state you may choose to mail copies, but the original will be required before moving forward in the hiring process.)

1. Driver's License
2. Social Security Card
3. Birth Certificate
4. Certificate of Naturalization (if applicable)
5. High School Diploma or GED Certificate
6. High School Transcript
7. College Diploma
8. College Transcripts
9. Marriage Certificate (if applicable)
10. Divorce Decrees (if applicable)
11. Military DD214 (if Applicable)
12. TCLEOSE Certificates including all licenses and Proficiency Certificates
13. Credit Report
14. Last two performance evaluations received from Law Enforcement Employer

Must be able to provide services for the benefit of the general public during emergency situations that threaten the safety of League City's citizens, and that, City employees must be able to work immediately before, during, or immediately after an emergency.

SUPPLEMENTAL INFORMATION:

Additional Requirements

The communications operator is frequently the first and sometimes only contact a caller has with emergency services. This contact subjects the Communications operator to public scrutiny and frequent criticism. While by no means all encompassing, the following is a short summary of the basic qualifications of a good Communications operator:

- Skills in operating a two-way radio, operating a computer and/or Computer Aided Dispatch system, operating a multi-line telephone system, and record keeping.
- Knowledge of Federal, State, and Local laws and ordinances
- Department policies and procedures
- City Geography
- Ability to handle multiple emergency situations simultaneously.
- Maintain the physical and mental conditioning required to work effectively under all conditions encountered.
- Ability to speak clearly, listens attentively, and remains calm during stressful situations.
- The ability to think clearly and act promptly in any emergency.
- A thorough understanding and knowledge of the Communications System.
- A very high level of professionalism.
- Willingness to accept the responsibility inherent in the position.
- Consistently provides the highest level of service possible to all communities and public safety agencies served by this Communications Center.

Texas CJIS Systems Access Policy Applicant or Employee Criminal History Record Information

Felony Conviction
Permanent Disqualifier

Felony Deferred Adjudication
Permanent Disqualifier

Class A Misdemeanor Conviction
Permanent Disqualifier

Class A Misdemeanor Deferred Adjudication
Permanent Disqualifier

Class B Misdemeanor Conviction
Disqualifier for 10 years

Class A Misdemeanor Deferred Adjudication
Disqualifier for 10 years

Indictment for any Criminal Offense
Disqualifier until Disposition

Family Violence Conviction
Permanent Disqualifier

Your background will be investigated. If you do not remember your record, contact the appropriate law enforcement agency. Law violations are reviewed in relation to the job for which you are applying.

Telecommunicator - PRN (Part Time) Supplemental Questionnaire

* 1. Do you have a High School Diploma or GED?

Yes

No

* 2. Do you possess a current TCOLE (TCLEOSE) Basic Telecommunications Certification and have the ability to receive access from the National Crime Information Center?

Yes

No

* Required Question