CLICK HERE TO APPLY **VACANCY ANNOUNCEMENT**

POSITION: DISPATCHER/COMMUNICATIONS OFFICER (FULL TIME)

DEPARTMENT: POLICE DEPARTMENT

POINT OF CONTACT: MARCIA REYNA
HUMAN RESOURCES DEPARTMENT

ADDRESS: 7105 Whitley Road
Watauga, TX 76148

FAX: 817-514-5859

JOB SUMMARY: Works under general direction of the Communications Supervisor. This is a highly responsible and professional position that involves overseeing and managing incoming and outgoing calls of the police, fire and emergency medical support for the City. Creates and maintains accurate warrants, missing persons and stolen property into computer database. Runs vehicle license plates, subjects, Computerized Criminal Histories. Performs customer service. Operates various computers (National Law Enforcement Telecommunications System/Texas Law Enforcement Telecommunications System; National Crime Information Center /Texas Crime Information Center; Computer Aided Dispatch: in-house). Consults several maps and manuals in an attempt to locate sites to dispatch officers to. Frisk/search same sex prisoners as directed by supervision. Allows for self-availability in order to work all shifts.

REQUIREMENTS: High School Diploma or G.E.D. Typing (35 wpm) and clerical skills. Ability to understand and follow written and verbal orders. Ability to interact with the public under normal and adverse conditions. Ability to read map and give directions. Ability to remain calm under stress. Knowledge and ability to efficiently dispatch calls in a clear and concise manner. Knowledge and ability to operate National Crime Information Center/Texas Crime Information Center and other related computer functions. Must obtain a Basic Tele-Communicator Certification within one year. Notary Public and a valid Class C Texas Drivers License. Must pass typing and situational test.

SALARY: $14.00 per hour

DEADLINE: Friday, July 10, 2009

Typing and Situational Test will be held on Monday, July 20, 2009 at 9:00am in the Watauga Public Library located at 7109 Whitley Road, Watauga TX, 76148. Applicants must submit an Employment Application in order to register for the examination.

You may call 817-514-5826 to have an application mailed to you or pick up an application at City Hall at the above address. Employment applications are available at www.cowtx.org

THE CITY OF WATAUGA IS AN EOE. Note: The Immigration Reform and Control Act of 1986 requires the City of Watauga to hire only U.S. citizens and lawfully authorized alien workers. Employability verification will be required of prospective employees. **Posted 06-26-2009**