



[CLICK HERE TO APPLY](#) VACANCY ANNOUNCEMENT

**POSITION:** Dispatcher/Communications Officer (Part Time)

**DEPARTMENT:** Police Department

**POINT OF CONTACT:** Human Resources

**ADDRESS:** 7105 Whitley Road  
Watauga, TX 76148

**PHONE:** 817-514-5819

**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. Valid Class C Texas Drivers License. **Must have current dispatch experience and TCIC/NCIC License.**

**SALARY:** \$12.00 per hour

**DEADLINE:** Open until filled.

**All interested applicants must complete a City of Watauga Application. 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](http://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 05-21-2009**