

## Police Dispatcher (M-F 8:00AM - 5:00PM)

<https://jobs.com.edu/postings/3645>

## Position Details

## Position Information

<b>Posting Number</b>	AS360P
<b>Position Title</b>	Police Dispatcher (M-F 8:00AM - 5:00PM)
<b>Contract Length</b>	N/A
<b>Class Summary</b>	Provides TCOLE certified TLETS operations, police/emergency radio dispatching, TAC responsibilities, phone call routing, maintenance of daily logs, Omnigo reporting operations, state audits management, data entry duties, crime statistics management, emergency mass notification system operations, operation of the dispatch office, administrative assistant duties required for the operation of the department, and the completion of assignments issued by supervisors.
<b>Candidates Eligible to Apply</b>	External Only
<b>Position Type</b>	Non-Exempt Staff
<b>Employment Status</b>	Full Time
<b>Position Funding Type</b>	Regular

## Posting Detail Information

<b>Minimum Education/Training/Experience</b>	<p>High School/GED diploma.</p> <p>Two (2) years of experience as a TCOLE licensed telecommunicator with at least eligibility for an Intermediate License Certification.</p> <p>Current on TCOLE mandatory training hours.</p> <p>Experience as, or knowledge of the responsibilities of TAC (Terminal Agency Coordinator).</p> <p>Police dispatching, radio, and phone intake operations experience.</p> <p>Administrative assistance and office organization experience.</p> <p>Knowledge, understanding, or experience with chain-of-command structure, TLETS/CJIS audits, Operation of emergency mass notification systems, collecting data for racial profiling and Clery Crime Log maintenance, and the processing citations and police reports.</p>
<b>Preferred Education/Training/Experience</b>	<p>Associates degree in a related field.</p> <p>Intermediate or higher TCOLE licensed telecommunicator.</p> <p>Omnigo Reporting Systems knowledge or experience.</p> <p>Fluent in Spanish.</p>

<b>Minimum Knowledge &amp; Skills</b>	<p>Police dispatching, radio, and phone intake operations experience.</p> <p>TAC (Terminal Agency Coordinator) experience or working knowledge.</p> <p>Knowledge, understanding, or experience with chain-of-command structure, TLETS/CJIS audits, Operation of emergency mass notification systems, collecting data for racial profiling and Clery Crime Log maintenance, and the processing citations and police reports.</p> <p>Administrative assistance and office organization experience.</p>
<b>Preferred Knowledge &amp; Skills</b>	<p>Omnigo Reporting Systems knowledge or experience.</p> <p>Fluent in Spanish</p>
<b>Licensing/Certification Requirements</b>	<p>Basic telecommunicator license.</p> <p>Current with TCOLE training hours.</p>
<b>Job Duties</b>	<p>Performs specialized police/emergency dispatch and telecommunication duties and operation of the TLETS. Manages calls and extracts vital information for officer response. Operation of the Omnigo Report System, Operation of the emergency mass notification system. Always maintains confidentiality and professionalism.</p> <p>Performs as a (TAC) terminal agency coordinator and coordinates the TLETS/CJIS audits.</p> <p>Manages all daily police activity logs, call logs, offense logs, incident logs, vehicle accident logs, injury/medical call logs, citation logs, and lost &amp; found logs.</p> <p>Maintains the virtual and physical daily Clery crime log</p> <p>Compiles statistics for racial profiling state reporting and crime statistics for Clery reporting.</p> <p>Processes citations and offense reports and distributes to appropriate judicial systems.</p> <p>Organizes office filing systems and performs all administrative assistant duties.</p> <p>Monitors and operates the security camera system.</p>
<b>Physical Requirements</b>	<p>Positions in this class typically require: keyboarding, talking, hearing, seeing and repetitive motions.</p> <p>Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.</p>
<b>Minimum Salary Range</b>	\$43,437
<b>Mid Point Salary Range</b>	.
<b>Maximum Salary Range</b>	\$54,297
<b>Posting Open Date</b>	12/07/2023

<b>Posting Close Date</b>	
<b>Posting Will Be Open Until Filled</b>	Yes
<b>Special Instructions to Applicant</b>	Please NOTE: All applications must contain complete job histories, which include job title, dates of employment (month/year), name of employer, supervisors name and phone numbers and a description of duties performed. If this information is not submitted, your application may be considered incomplete. Applications with "See attached" or "See resume" will not be accepted in lieu of a complete application. Omission of data can be the basis for disqualification; you may state "unknown" for any incomplete fields. A scanned copy of unofficial transcript(s) must be attached to the online application.
<b>EEO Statement</b>	College of the Mainland is an affirmative action/equal opportunity institution and does not discriminate on the basis of race, color, sex, age, national origin, religion, disability or veteran status. College of the Mainland does not discriminate on the basis of disability in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of its programs and activities, as specified by federal laws and regulations within Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and 1992.
<b>Quick Link to Share for Direct Access to Posting</b>	<a href="https://jobs.com.edu/postings/3501">https://jobs.com.edu/postings/3501</a>

## Supplemental Questions

---

Required fields are indicated with an asterisk (\*).

1. \* Have you ever received a general or dishonorable discharge?
  - Yes
  - No

## Documents Needed to Apply

---

### Required Documents

1. Resume
2. Cover Letter
3. Transcripts (1 of 3)
4. Licensure/Certification

### Optional Documents

1. Letter of Recommendation
2. Additional Transcripts (2 of 3)
3. Additional Transcripts (3 of 3)
4. TCOLE Personal Status Report