



City of Bellmead

Employment Opportunities

Position: Telecommunication (Dispatch) Operator – Full Time

Salary: \$13.50 - \$14.50 hourly DOQ

Deadline: Open Until Filled

How to Apply:

Complete City of Bellmead application, release of information forms, and complete the TCOLE application, located on the City Website.

Purpose:

The purpose of this position is to provide a link between emergency services agencies and the citizens in need of those services and to operate the Texas Crime Information Computer and the National Crime Information Computer. This position is also responsible for the preparation and maintenance of all of the necessary records in support of the Bellmead Police Department Communications Center.

Essential Duties:

- Answer incoming radio, telephone, and computer generated calls of both an emergent and non-emergent nature; ascertain the nature of each situation and appropriately dispatch all necessary personnel and equipment according to jurisdiction and specific standard operating procedures
- Provide professional services to all City of Bellmead customers
- Perform related duties as assigned

Minimum Requirements:

Education, Training, and Certification

- High School diploma or G.E.D.
- Must pass a typing test with a score of 35 wpm or better

Other requirements

- Must pass a background check; Hearing-ability to operate multiple radio systems; Vision-ability to read documents and computer screens; Voice-ability to speak in a clear and understandable voice; Ability to work under pressure and maintain a calm and professional demeanor; Shift work is required

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Contact the Bellmead Police Department 254-799-0251 if you have any questions.

E.E.O. - The City of Bellmead is an equal opportunity employer, seeking to strengthen its staff with a broad range of candidates.