

- Ability to perform a variety of physical skills including, but not limited to seeing, sitting, typing and writing.
- Ability to exert forces equivalent to lifting and pushing/pulling up to 30 lbs.
- Ability to type 35 words per minute.
- Ability to effectively operate keyboard, mouse and foot pedal.
- Ability to bend, kneel, squat, sit and stand.
- Ability to effectively use telephone headset and telephone receiver.
- Ability to have acceptable vision and visual endurance.
- Ability to maintain professional and courteous communications.
- Ability to maintain required certifications and licensing.
- Ability to work mandatory overtime with short notice to the extent allowable by policy and/or law.
- Requires shift work including days, evenings, midnights, weekends and holidays.

Qualifying Education and Experience:

High school diploma or equivalent plus three (3) years typing/data entry and customer-related experience. Ability to receive and maintain certifications and/or licensing with the Emergency Medical Dispatch (EMD), Cardiopulmonary Resuscitation (CPR), Commission on Accreditation for Law Enforcement Agencies (CALEA), Texas Commission on Law Enforcement (TCOLE), National Crime Information Center (NCIC), Texas Crime Information Center (TCIC), and Criminal Justice Information Services (CJIS).

Background Requirements:

This position requires successful completion of a Background/CJIS Check, Drug & Alcohol Testing, and Physical Examination.