



NOW HIRING

WOODWAY PUBLIC SAFETY DEPARTMENT

Communication Specialist I

Receives and dispatches emergency and non-emergency call to appropriate Public Safety personnel; operates the radio console and 9-1-1 telephone system; conducts computer searches; performs other duties assigned by the department head

Education

High school graduate or GED; training in data entry preferred

Experience

A minimum of six months of experience in general office work involving data entry, use of computers and extensive customer contact. Any work-related experience resulting in acceptable proficiency levels in the above required knowledge, skills and abilities is an acceptable substitute for the above specified education and experience requirements.

Starting Pay

\$16.00/hr with excellent benefits

Application Instructions

To apply and/or view more information, visit the City of Woodway Website.

www.woodway-texas.com/jobs