

<b>Job Title:</b> On-Call Police Telecommunications Operator	<b>FLSA Classification:</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt
<b>Reports to:</b> Sergeant	<b>Location:</b> University Operations Building 212
<b>Department:</b> University Police	<b>Division:</b> Finance & Administration
<b>Employment Category:</b> <input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time	<b>Paygrade:</b> \$20.00

**PRIMARY PURPOSE OF POSITION**

**Overview:** Perform responsibilities as an On-Call Telecommunications Operator for St. Edward's University. Responsible for directing the activities of field personnel and providing patrol units with actionable information, and related law enforcement activities, consistent with the university mission, vision, and operating principles.

**Nature of Position:** On-Call Telecommunications Operator (Pool Position). This position works various hours. (*days, nights, weekends and holidays*) for special events such as sporting games, commencement ceremonies, festivals, guest speakers, vacancies, coverage for full-time staff leave, etc.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Receive and provide response to emergency and informational telephone calls
- Initiate and receive public safety radio traffic using a multi-band law enforcement network to dispatch police officers; monitor frequencies of area law enforcement agencies; maintain logs according to regulations.
- Thinks and acts promptly in emergencies, analyzes situation quickly and accurately and takes or suggests an effective course of action. Simultaneously operates multi-line phone system, police radio and computer aided dispatch system
- Maintains records of incoming calls for assistance and all police/patrol activities.
- Dispatches officers to situations requiring police response.
- Monitors CCTV system.
- Completes appropriate reports.
- Communicates with other police/fire/ambulance agencies, and operates various computer terminals including the CAD, "Computer Aided Dispatch" system. Performs related duties as required.

## QUALIFICATIONS

- Currently licensed or eligible to obtain a TCOLE Telecommunications license with at least 2 years prior public safety dispatch experience required.
- High school graduation or GED.
- Ability to obtain and maintain State of Texas mandated licenses & certifications and training requirements as directed by Federal Communications Commission, State of Texas and Federal agencies and Departmental policy and regulations.
- Must pass an extensive background investigation, fingerprinting, and psychological test
- Not currently under indictment for any criminal offense;
- No convictions of a class B or higher misdemeanor or its equivalent
- Never been convicted of any family violence offense;
- Ability to use a multi-line phone system.
- Basic computer knowledge of Microsoft Office products, such as Word, Excel, and Access.
- Thinks and acts promptly; using good judgment in emergencies; analyzes situation quickly and accurately and takes or suggests an effective course of action while maintaining a calm demeanor.
- Must be able to communicate and be understood clearly in person, on the telephone, by radio and in writing.
- Ability to work effectively in a fast-paced environment.
- Ability to comply with workplace guidelines and attendance requirements.
- After training, ability and skill in the use of police radio equipment, telephones, and accurate data entry.
- Ability to sit for long periods of time.

### **Preferred:**

- Bilingual speaking in Spanish
- Prior University or College Law Enforcement Telecommunication's Experience

### **Benefits:**

This position is on-call and is not eligible for benefits.

## SPECIAL CONDITIONS

Part-Time / On Call Telecommunication Operators must be reasonably available to respond to the university in emergencies and report for duty in emergency situations such as man-made or natural disasters. The position is considered "Tier 1 / Mission Critical" and the department is organized along a standard law enforcement model. All Telecommunication Operators must wear a uniform or business casual attire on duty, are subject to inspection, and are part of a formal chain of command.

**State License/Commission information:**

As a temporary on-call telecommunication operator for the University, you are required to provide evidence of your current Texas Commission on Law Enforcement (TCOLE) Telecommunicator License and which law enforcement agency (if any) holds your license. If your license is not held by another law enforcement agency (or if it is/will be affected by an employment status change), prior to (and contingent to) your start of employment (or continued employment after the effective date of the employment status change), the University will complete all necessary application and review processes associated with holding your license.

**All Telecommunication Operators are responsible for keeping their license active as outlined in TCOLE regulations and to alert the University about any changes to license status.**

Apply for the On-Call Police Telecommunications Operator at St Edwards University using the link below.

<https://www.applicantpro.com/openings/stedwards/jobs/2392821>