



## **Public Safety Communications Specialist III**

**Salary:** \$22.35 - \$33.50 per hour

**Location:** Fort Worth, Texas

**Closing Date:** 6/02/2023

### **Position Summary:**

The Public Safety Communications Specialist III performs duties including but not limited to receiving, prioritizing, and disseminating multiple 911 and administrative telephone lines and monitoring the District's radio communication system. Operating and managing TLETS terminals, law enforcement CAD systems, asset tracking systems maintaining the District's automated security and employee ID card systems. Responsible for receiving, processing and dispatching calls for service for various District departments, monitoring and reporting information, notifies appropriate responders of suspicious, dangerous or hostile environmental activity and prepares after action reports.

### **Essential Functions and Responsibilities:**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this position.

- Monitor the security software for activity including but not limited to: Suspicious activity, glass break alarm, motion sensor alarm, door forced open alarm, door held open alarm, intrusion detection alarm
- Grant access to approved employees/contractors/visitors
- Process background checks on contractors that are requested by District personnel for projects or maintenance needs at facilities
- Print and issue security badges, assign keys, and car tags for new employees and contractors
- Report damage/inoperable equipment
- Prioritize emergency/nonemergency incoming calls for law enforcement and other departments
- Dispatch District personnel based on the nature of the call
- Monitors dispatched personnel and assets
- Communicates with internal and external departments with regards to public safety and asset protection

- Enter/clear, receive, comprehend, respond to, and disseminate information through the TLETS terminals
- Prepares and distributes safety/arrest/bolo bulletins
- Maintain records, equipment and supplies
- Must be able to transfer and operate in Mobile Command
- Complies with District, TLETS and CJIS policies and guidelines
- Maintain compliance with established process and procedures
- Provide feedback on system effectiveness
- Prepare reports as needed
- Maintain familiarity with strategic District levels of service
- Continuous improvement monitoring and innovation efforts
- Perform other duties as required

**Required Experience:**

- The applicant must be fingerprinted using the Fingerprint Applicant Services of Texas and subjected to a search of local, state and national records and fingerprint files to disclose any criminal record
- Technical skills, attention to detail and a good memory
- Ability to prioritize tasks related to 911 emergency and safety
- Ability to multi-task, take notes, operate multiple computer systems and multi-line phone systems
- Ability to work any day of the week, including holidays
- Ability to work any shift, including days or nights
- Familiar with Microsoft Office and a basic understanding of computer software

**Desired Experience:**

- One (1) year of experience as a public safety dispatcher
- Property and Evidence Management

**Required Education/Certification/License:**

- High School Diploma or GED
- Trade school and/or one (1) year of experience monitoring public safety dispatch systems and/or electronic security systems
- Must have or able to be certified in ICS-100, 200, 700, 800 upon hire
- Basic TCOLE Tele-communicator License
- Valid Texas driver's license

**Desired Education/Certification/License:**

- San Jose Model Certified Trainer or equivalent
- TCOLE Basic Instructor

**To apply: [www.trwd.com/careers](http://www.trwd.com/careers)**