JOB POSTING # 21-012

TELECOMMUNICATIONS OPERATOR
POLICE DEPARTMENT

HOURLY RATE: $13.90 - $15.19
Open Until Filled

The City of Kingsville is accepting applications for a Telecommunication's Operator in the Police Department. Responsible for receiving, evaluating and dispatching calls for police, fire and EMS calls for service in a timely manner, and performing notification and information gathering duties in support of personnel in the field.   Operators also receive paperwork generated by police personnel and properly route and file such paperwork. Performs other duties as assigned.

TRAINING, EXPERIENCE, AND/OR REQUIREMENTS:
Ability to type thirty (30) words per minute. Additional testing may be administered by the City of Kingsville: Standard & Associates' National Dispatch Selection Test used to assess skill level in reading, comprehension, listening, problem solving, prioritizing and multi-tasking.

Position requires working on shift assignments. Must obtain Telecommunication certification within one year of employment. Ability to communicate clearly and concisely, orally and in writing with attention to detail in documentation and presentation. Ability to establish and maintain effective working relationships and to communicate with department personnel, City employees and the public.

Employee Behavior and Conduct
City employees shall conduct themselves in a professional manner and shall exhibit and extend such professional conduct appropriate for the circumstances to those with whom they come into contact both internally and externally during the performance of their duties. Examples of professional conduct include, but are not limited to, being communicative, informative, fair, honest and respectful.

All City employees are required in the course and scope of their employment to provide services for the benefit of the general public during emergency situations that threaten the safety of Kingsville's citizens. City employees must be able to work immediately before, during, and/or immediately after an emergency.

All positions require the following: 1) High School diploma or equivalent, 2) Valid driver's license 3) satisfactory driving record and 4) proof of eligibility to legally work in the U.S. The successful applicant will be required to pass a pre-employment drug screen and background investigation.

Applications available at City of Kingsville-Human Resources, 400 W. King Ave., Kingsville, Texas 78363. Visit www.cityofkingsville.com to download application. For additional information: Call 361-595-8017 or E-mail hradmin@cityofkingsville.com EOE.

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4:45p.m.