

Job Title
Police Communications Officer

Agency
Texas A&M University - Corpus Christi

Department
University Police

Proposed Minimum Salary
Commensurate

Job Location
Corpus Christi, Texas

Job Type
Staff

Job Description

Description:

This position is responsible for answering and directing all incoming calls to the University Police Department. Dispatches police officers and other employees of the UPD to calls for assistance. Monitor's cameras and alarms, maintains a daily activity log.

Responsibilities:

- Answer, evaluate, and process incoming emergency and non-emergency calls from the public. Communicate with callers to obtain information to determine the urgency of the call.
- Dispatch police officers and other University Police Department (UPD) personnel to emergencies and calls for assistance.
- Operate a two-way radio communication system to relay information to UPD personnel.
- Maintain status and location of officers in the field. Enter information into Computer Aided Dispatch (CAD) system.
- Monitor cameras and alarms.
- Activate the university emergency notification system.
- Retrieve information for officers utilizing Law Enforcement Telecommunications System (TLETS/NLETS).
- Assist other division within the University Police Department as needed.
- Perform other duties as assigned.

Qualifications:

Police Communications Officer in Training

- High school diploma or GED.
- Two (2) years' experience.
- Additional education may be considered as a substitution for the minimum experience requirement.

Police Communications Officer I

- High school diploma or GED.

- Six (6) months experience as a Police Department Communications Officer, law enforcement dispatch, or equivalent experience.
- Additional education may be considered as a substitution for the minimum experience requirement.

Police Communications Officer II

- High school diploma or GED.
- One and half years' (18 months) experience as a Police Department Communications Officer, law enforcement dispatch, or equivalent experience.
- Additional education may be considered as a substitution for the minimum experience requirement.

Police Communications Officer III

- High school diploma or GED.
- Three (3) years' experience as a Police Department Communications Officer, law enforcement dispatch, or equivalent experience.
- Additional education may be considered as a substitution for the minimum experience requirement.

Police Communications Officer IV

- High school diploma or GED.
- Four (4) years' experience as a Police Department Communications Officer, law enforcement dispatch, or equivalent experience.
- Additional education may be considered as a substitution for the minimum experience requirement.

Additional skills:

- Basic skills in computers.
- Must be able to obtain and maintain Texas Law Enforcement Telecommunications System (TLETS) and the National Law Enforcement Telecommunications System (NLETS) certification within six months of employment.
- Able to work shift work.

Preferred Qualifications:

- Experience dispatching for law enforcement, fire, or EMS agency.

All positions are security-sensitive. Applicants are subject to a criminal history investigation, and employment is contingent upon the institution's verification of credentials and/or other information required by the institution's procedures, including the completion of the criminal history check.

Equal Opportunity/Affirmative Action/Veterans/Disability Employer committed to diversity.

To apply, visit <https://apptrkr.com/2207150>

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