

Title: **Telecommunicator**

Department: Telecommunications

FLSA Status: Non-exempt



General Description of Position:

Van Alstyne, Texas is a rapidly growing community in North Texas along U.S. Hwy75, and we are ready for you to join our department! A new Police Station and Communications Center will be under construction soon. The Van Alstyne Police Department is currently accepting applications for the position of Telecommunications. Applicants meeting the minimum requirements will be invited to take a written test. Candidates must also successfully pass a comprehensive background check, psychological exam, and drug screen.

Under general supervision, has responsibility for answering multiple incoming phone lines and dispatching calls, 9-1-1 call transfers, and use of radio during assigned shifts and providing general information to the public. Must be willing and able to work flexible shifts, holidays, and weekends as needed.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Requirements:

- Ability to communicate both orally and in writing.
- Ability to work with the general public.
- Ability to use radio and electronic data communication.
- Ability to handle several tasks at one time, possibly under stressful circumstances.

Education, Experience, and Certifications:

- High School Diploma or GED required.
- Valid Class C Texas driver license and the ability to maintain a satisfactory driving record.
- Telecommunications Operator Certificate/License from the Texas Commission on Law Enforcement (TCOLE) or ability to obtain certification within one year of employment.

General Information:

The position is a full-time FLSA non-exempt position.

Starting salary is **\$35,360.00 to \$43,284.80** and commensurate with qualifications and relevant experience.

TMRS Retirement. 7% employee contribution with a 2 to 1 employer match. Vested after five years of service. TMRS provides 1x your annual salary in life insurance benefit. Employees are retirement eligible upon vesting and at least age 60 or with 20 years of service credit at any age as well as restricted prior service credit.
12 paid holidays.

100% of employee health, dental vision, life, telehealth, short/long term disability benefits paid. 50% of dependent health benefits paid. For more information regarding all of the benefits offered by the City of Van Alstyne please review our [Summary of Benefits](#)

The City of Van Alstyne is an Equal Opportunity Employer of Qualified Individuals. A City of Van Alstyne application is required. Resumes are considered additional information and accepted with a completed Police Department application. Applications may be downloaded from the City of Van Alstyne website <https://cityofvanalstyne.us/departments/human-resources/>, or obtained at Van Alstyne Police Department.