



City of Hempstead Police Department

Telecommunications Operator

Date: September 15, 2021

Job Type: Full Time - NIGHT SHIFT ROTATING EVERY OTHER WEEKEND (F, S, S) OFF 6P-6A

Hours: Willingness to and /ability to work all shifts including holidays and weekends.
This shift is primarily night shift and rotating weekends (8- and 12-hour shifts).

Location: Hempstead Police Department
1015 11th Street
Hempstead, TX 77445
Phone: (979) 826-3332

Salary: \$20.00 per hour (EFFECTIVE OCT 1, 2021) Also Pay for TCOLE Proficiency Certifications.
Health, Dental and Vision Insurance along with Retirement Benefits.
2 weeks' Vacation accrued after 1 year of service.

Education: Graduation from an accredited high school or a G.E.D. equivalency diploma

Requirements: MUST BE 18 YEARS OF AGE OR OLDER

MUST BE ABLE TO PASS DRUG, PHYSICAL AND PSYCHOLOGICAL EXAMS

MUST PASS CRIMINAL HISTORY BACKGROUND

PREFER SPANISH SPEAKER/BILINGUAL CANDIDATE

TCOLE Basic Telecommunications Certificate or able to obtain within one (1) year of hire
Valid Driver's License

Closing Date: Open until filled

Description: Telecommunication Operators are responsible for the efficient response to emergency and non-emergency calls to include but not limited to, receiving, processing, effectively prioritizing and documenting all calls for service for the Hempstead Police Department from the public, relaying information to the appropriate source for assistance, and performing relative administrative duties.

How to Apply: **Submit a completed City of Hempstead Employment Application** (Police and Telecommunicator are the same application) along with additional required documentation to the Hempstead Police Department.

All completed applications need to be delivered in person or mailed to:

City of Hempstead Police Department
1015 11th Street
Hempstead, TX 77445

Applications can be obtained online at hempsteadpdx.com (Under Recruiting Tab), or in person at the Hempstead Police Department.