



# CONSTABLE MARK HERMAN

HARRIS COUNTY PRECINCT 4

*"Proudly Serving the Citizens of Precinct 4"*

**DEPARTMENT:** Harris County Constable's Office Precinct 4

**HOURS:** Various Shifts to maintain 24-hour operations

**EDUCATION:** A high school diploma or G.E.D. equivalent is required.

**EXPERIENCE:** Experience not needed

**SALARY:** \$35,069 + Certification and Education Pay

**Requirements:** Applicant must be at least 18 years of age, be a United States citizen, and **possess a valid Texas driver's license or Identification card prior to employment.**

**JOB DESCRIPTION:** The Communications Dispatcher position consists of specially trained personnel that provide first line communication for 911 emergency calls and non-emergency requests for police assistance from citizens in Northern Harris County. Due to the many different types of calls, the dispatcher must be able to remain calm and determine the nature/urgency of calls, initiate a police response and/or other emergency services while maintaining close contact with field units. Situations where a caller is emotional, disturbed and sometimes abusive, the communications dispatcher must have the initiative and independent judgment to operate within procedural boundaries in these situations. The Communications Dispatcher position requires rotating shift assignments and overtime in accordance with maintaining a fully operational 24-hour facility.

**EMPLOYMENT IS CONTINGENT UPON PASSING A CRIMINAL BACKGROUND CHECK.**

**CLOSING DATE:** Open Until Filled

**Applicants may pick up an application at our main office. For additional information go to our website:**

<http://www.cd4.hctx.net/employment.php>

Harris County Constable Pct. 4  
Attn: Cpl. D. Owen  
6831 Cypresswood Dr.  
Spring, TX 77355

**Main Office:**  
6831 Cypresswood Drive  
Spring, Texas 77379  
(281) 401-6205 Office  
(281) 401-6287 Facsimile

**Humble Office:**  
7900 Will Clayton Pkwy.  
Humble, Texas 77338  
(281) 446-1196 Office  
(281) 446-0691 Facsimile

**Training & Investigations:**  
330 Meadowfern  
Houston, Texas 77067  
(281) 401-6225 Office  
(281) 401-6344 Facsimile