ALVIN COMMUNITY COLLEGE invites applications for the position of:

FT Dispatcher

**SALARY:** $2,336.00 - $2,708.08 Monthly  
$28,032.00 - $32,497.00 Annually

**DIVISION:** Office of Student Services  
**DEPARTMENT:** Police Department  
**OPENING DATE:** 11/15/19  
**CLOSING DATE:** Continuous

**JOB SUMMARY:**
This is a full-time *Dispatcher* position classified as Technical Support, Clerical and Maintenance (TSCM). This is a non-exempt position located in the Alvin Community College's Police Department. Should a review of your application result in the intent to pursue your candidacy, you will be contacted by phone or email for an interview. *The salary will depend upon the directly related years of work experience.*

First pool date is December 2, 2019. All candidates who apply after December 2, 2019 will be considered if no candidate is selected from the first pool.

**APPLICATION STATUS**
Your application status will be updated throughout the review process. If your application is still in progress, your application has not been reviewed by the hiring department.

**TERMS OF EMPLOYMENT**
Requires flexible work schedule to meet program needs, which may include working days, evenings and/or weekends. Must be able to obtain a Basic Telecommunicator Certification through TCOLE within a year from hire date. Must have a valid Texas Driver's License. Must be willing to work all shifts, special events and overtime.

*Safety sensitive position.

**ESSENTIAL DUTIES:**
- Coordinates correspondence, memos, purchase order and travel requests.
- Answer telephone and provide administrative support for the Chief of Police.
- Coordinate radio and telephone communications for Police Officers and other personnel on campus.
- Responsible for helping manage vehicle parking permit files.
- Responsible for maintaining files of traffic citations both College and JP 3.
- Responsible for reviewing, approving or denying vehicle usage requests.
- Maintain a log of lost and found items and log claimed items.
- Responsible for maintaining files on key distribution.
- Responsible for a monthly report of travel mileage of the College fleet vehicles distributed to proper personnel including Chief of Police, Vice Presidents and College President.
- Assist campus receptionist with work overloads as needed.
- Responsible for maintaining a daily radio log of all assignments to Police Officers which are entered into the Police reporting systems for daily reports.
- Responsible for inventory of office supplies and printed forms used in office.
- Responsible for dispatching Officers for fire alarms, intrusion alarms, and panic alarms on campus.
- Responsible for maintaining records of students with disabilities for any assistance needed.
• Responsible for dispatch coverage during emergency situations.
• Responsible for state Reports – Uniform Crime Records
• Act as campus receptionist after 5PM.
• Telecommunication Operator (TCO’s) act as the contact personnel for the TLETS computer in conjunction with Austin.
• Responsible for maintaining required information on drivers of college vehicles (i.e. driving record, Defensive Driving and Liability insurance).
• Provide assistance for callers and on site visitors, students and employees as needed.
• Coordinates the message on the alert system in the event of a campus emergency.
• Must be willing to work all shifts, special events and overtime.

MINIMUM QUALIFICATIONS:

• High School diploma or GED
• At least one (1) year of clerical experience
• Must be able to obtain a Basic Telecommunicator Certification through TCOLE within a year from hire date. Must have a valid Texas Driver’s License.
• Must be willing to work all shifts, special events and overtime.
• Records maintenance skills.
• Receptionist skills.
• Computer data entry skills.
• Clerical, word processing, and/or office skills.
• Ability to react calmly and effectively in emergency situations.
• Ability to interact and communicate with people over the telephone, often in stressful situations.

PREFERENCES:

• Experience as a certified Telecommunications Operator and Licensed TLETS Operator with knowledge of the operational procedures

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.alvincollege.edu
3110 Mustang Road
Alvin, TX 77511
281-756-3639
HR@alvincollege.edu

FT Dispatcher Supplemental Questionnaire

* 1. Do you have a high school diploma or higher?
   □ Yes  □ No

* 2. Do you have experience as a certified Telecommunications Operator?
   □ Yes  □ No

* 3. Do you have experience with TLETS?
   □ Yes  □ No

* 4. Do you have at least one year of clerical experience?
   □ Yes  □ No
* 5. Do you acknowledge that you must be able to obtain a Basic Telecommunicator Certification through TCOLE within a year from hire date?
   ☐ Yes ☐ No

* 6. The responsibilities of this position will require a flexible work schedule to meet the needs of the college, including some nights, weekends and overtime. Are you willing and able to meet this requirement without restriction?
   ☐ Yes ☐ No

* Required Question