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**Position Vacancy Notice**

**Tyler Junior College**

**Tyler, TX**

Tyler Junior College (TJC) is seeking highly motivated individuals who will thrive in a dynamic environment. TJC is dedicated to providing a comprehensive collegiate experience that is anchored in the rich traditions of a quality education, vibrant student life, and community service. We strive to be a premier institution of higher education and have an outstanding record of academic quality, offering bachelor's degrees, associate degrees, certificates, and technical training programs.

**JOB TITLE** Telecommunication Officer Campus Police  
**REPORTS TO** Communication's Manager, Sergeant, Lieutenant, Chief of Police, Campus Police  
**CLASSIFICATION** Support CP L2/0 thru CP L2/4  
**STATUS** Full-time, Regular 12 mo., Non-Exempt  
**PAY BASIS** Salary \$ 30,000 to \$34,000 annually depending on level of certification

**POSITION DESCRIPTION\***

The primary function of a Police Telecommunicator is to receive and prioritize Emergency 9-1-1 and non-emergency telephone calls from the public. Dispatches appropriate emergency service agencies such as police, fire and emergency medical units. Monitors public safety units in the field. Monitors closed circuit television (CCTV), retrieves and enters computer data for emergency response personnel within the service area. Answer administrative telephone lines, enters information into a Computer Aided Dispatch (CAD) system, and processes non-emergency and routine requests for police, security, and technical support services.

**ESSENTIAL FUNCTIONS and DUTIES**

- Answers Emergency 911 and non-emergency telephone calls for police, security, and technical support events and services.
- Enter information concerning calls for technical support and security related patrol activity into a Computer Aided Dispatch (CAD) system to be forwarded to the appropriate police dispatch station for assignment.
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- Forwards calls received in the Police Communications Center to the appropriate office of the TJCPD.
- Monitors CCTV for situations indicating a need for a law enforcement or security response, and forwards the information to the appropriate police dispatch station to initiate a proper response.

- Composes and distributes shift and found property logs, and performs other police communication center paperwork.
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- Perform other related duties as required

## COMPETENCIES

### *Knowledge, Skills, and Abilities*

- Should have the physical and mental capabilities to properly carry out responsibilities and duties as a telecommunication officers.
- Work requires the ability to make frequent minor decisions and occasional decisions of some significance
- Work is reviewed for completeness, accuracy, and compliance with departmental policy and procedure.

## QUALIFICATIONS

### *Required Education*

- Graduation from high school, vocational school or equivalent

### *Credentials: Certifications/Licensures*

- Telecommunication Operator License issued by TCOLE or qualified to acquire a Basic Texas Commission on Law Enforcement (TCOLE) Telecommunications Operator License.

### *Other Expectations*

- Must successfully pass a thorough background investigation
- Must be able to provide credible testimony in a court of law

## PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS

- Working conditions involve exposure to variable weather conditions and working on any one of three shifts with varying days off and holidays
- Work typically involves sitting in an enclosed, secured, communications environment.
- Duties involve driving, walking, running, standing, stooping, climbing, crouching, pushing, jumping over, pulling, carrying, reaching above head, lifting, lowering, hand-wrist and elbow motion, grasping, and holding

To apply go to: <https://tjc.csod.com/ats/careersite/JobDetails.aspx?site=1&id=667>

*\*The position description is not inclusive of all responsibilities and expectations and may be amended with or without prior notice.*



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