



## Join Team Hurst

The City of Hurst is seeking a **Dispatcher**. The Hurst Police department is a community-based agency offering modern, professional, and courteous service to the citizens of Hurst. The Communications division within the Police department consists of twelve teammates and assists in providing a 24-hour response to the needs of the community.

### **Job Summary:**

A Dispatcher manages police, fire, and emergency calls. Monitors and coordinates all public safety traffic. Answers emergency phone calls and responds accordingly. Transmits, receives, and relays teletype information. Ability to work all shifts (days, evenings, nights, weekends, and holidays) as required.

### **Salary and Benefits:**

The Dispatcher position is full-time and starts at a base rate of \$20.95 per hour. The City of Hurst provides a comprehensive benefits package for employees and their families. These benefits include medical, dental, vision, life, long term care and disability coverage, as well as other optional programs. The City participates in Social Security and the Texas Municipal Retirement System (TMRS). Employees enjoy personalized support for well living through the City's Healthy Hurst initiative.

### **Minimum Requirements:**

The position requires a high school diploma or equivalent and a valid State of Texas driver's license with a good driving record. Experience with public safety and computer aided dispatch preferred.

### **Essential Job Functions:**

1. Transmits, receives, and coordinates radio traffic.
2. Answers emergency and non-emergency phone calls and relays information.
3. Sends and receives teletype information and relays it to appropriate personnel or divisions.
4. Maintains phone contact with public safety agencies.
5. Monitors and relays radio traffic on other frequencies such as city services and intercity.
6. Enters warrants and stolen and recovered items into computer system.
7. Operates TLETS/NLETS data terminal for various information.
8. Obtains and maintains TCIC/NCIC and CJIS access.
9. Must obtain certification as an Emergency Medical Dispatcher (EMD) through the National Academy of Emergency Dispatch (NAED).
10. Performs related duties as assigned.

**Application Instructions:** Apply online at [www.hursttx.gov/openpositions](http://www.hursttx.gov/openpositions).

*The City of Hurst is an Equal Opportunity Employer*