Police Dispatcher

Department: University Police Department
Reports to: Chief of Police
Location: UST Location

The University of St. Thomas ([www.stthom.edu](http://www.stthom.edu)), a private Catholic university committed to the liberal arts and to the religious and intellectual tradition of Catholic higher education, is seeking a Part Time Police Dispatcher. The University enrolls more than 3,700 students with its main campus located in Houston's Museum District. The Police Dispatcher is charged with and responsible for the radio dispatching of police personnel and the telephone requirement of the department. Aside from the main goal of officer safety, the Police Dispatcher is the first contact point between the department and the community we serve. Any and all requests for assistance are routed through the Police Department's Dispatch Office and all Police Dispatchers are tasked with the responsibility of assisting these people in a polite and timely fashion.

Essential Job Duties and Responsibilities

- Dispatch and receive calls on police radio.
- Monitor, interpret, and dispatch fire and security alarms received
- Answer emergency phones.
- Answer multi-line telephones.
- Complete dispatch calls for service on the police records database.
- Process all TLETS II inquiries, entries, messages, and responses.
- Maintain current status of all officers.
- This position is considered essential during a campus emergency. The incumbent in this position is expected to report to campus, provide the essential services designated and work under the overall direction of the Chief of police for the duration of a campus emergency.
- All other duties as assigned

Qualifications and Requirements

- Minimum of 1 year of experience as a telecommunicator preferred.
- HS Diploma or equivalent
- Telecommunications Certification from TCOLE must be current at date of hire.
- Must have good interpersonal skills.
- Must be able to communicate clearly and be easily understood.
- Must have a pleasant personality and cooperative attitude.
- Must be able to handle heavy telephone and walk-in traffic.
- Must be able to handle stressful or challenging environment due to nature of negative contacts generated by traffic, parking, police actions, etc.
- Must be able to make job-related decisions independently.
- Must be able to operate police radio.
- Must have basic computer skills.
- Must be able to work all shifts and different days off.
Working Conditions

(e.g. Weekend/evening work, travel, inclement weather, hazards
Small, secured office environment; work schedules and shifts vary and overtime can be expected.

The above statements are intended to describe the general nature of work performed by individuals in this job classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and qualifications required of individuals in this job classification. All job classifications may have miscellaneous job duties assigned on an as needed basis. The University retains the right to assign and change the duties of this position at any time.

This is Part time benefit, to apply please send a resume and cover letter with salary requirements to:

recruiting@stthom.edu

Human Resources – Ref: 2817
University of St. Thomas
3800 Montrose Blvd.
Houston, TX 77006
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