CITY OF Forest Hill
POLICE DEPARTMENT
3336 Horton Road • Forest Hill, TX • 76119
817-531-5250

Job Title: Communications Officer **Salary:** $16.51 Hourly

Job Type: Public Safety Dispatcher/ Full Time

Closing Date: Until Filled

Candidates who are interested in applying for the position of Communications Officer/ Dispatcher should complete an application obtained from the Forest Hill Police Department recruiting division.

Applicants must meet all minimum qualifications in order to be eligible for employment.

Requirements

TCOLE Telecommunicator License Preferred but Not Required;

Must be a U.S. Citizen;

Ability to act quickly and calmly under emergency conditions;

Ability to work various shifts, weekends and holidays;

Physical ability to sit for long periods of time.

Ability to effectively answer multiple phone lines, operate radio equipment, dispatch police, fire and public works calls and perform various administrative tasks.

Minimum age requirement – 18 years of age;

Must have high school diploma or equivalent.

Candidates will be expected to participate in and pass a thorough background investigation, an oral board examination, and an interview with the Chief of Police. Candidates will also be expected to pass a medical examination including drug screening, a psychological test and polygraph examination.

Benefits

15 Days Annual Sick Leave

12 Paid Holidays

TMRS Retirement 2/1 at 7%

Longevity Pay After 1 Year of Service

Education Pay

15 Days Annual Vacation

Medical, Dental and Life Insurance

Credit Union Available

Bilingual Pay

Applications are available at City Hall and must be submitted to:
Jacquelyn Allen
Civil Service Director
The City of Forest Hill
3219 California Parkway
Forest Hill, TX. 76119

You may also contact the Forest Hill Police Department Recruiter (Captain J. Cozby) at jcozby@foresthilltx.org or 817-937-2801 for more information.

The city of Forest Hill is an EEO/AA Employer