



# Job Announcement

## Department of Human Resources & Organizational Development

**Position NO :** 092308HR198

**Job Category:** Administrative Support Workers

City of Missouri City  
1522 Texas Parkway  
Missouri City, TX 77489  
Telephone (281)403-8500  
Fax (281) 261-4233

### **COMMUNICATIONS OFFICER**

**\* ANNUAL SALARY: \$28,779 – 43,169**

The City of Missouri City, a rapidly growing city with a population of approximately 69,280 is accepting applications for the position of Communication Officer.

**DEFINITION:** This is an entry-level, professional staff, full-time position with the City of Missouri City Police Department. Generally working 2<sup>nd</sup> and 3<sup>rd</sup> shift, and weekends, the individual in this position is responsible for dispatching police, fire and animal control personnel for emergency and non emergency calls for service.

**LOCATION:** Fort Bend County, TX – Southwest Houston

**BENEFITS:** 20 year retirement program with Texas Municipal Retirement System; 5 Year Vesting; Medical, Dental, and Vision Insurance; Employee Assistance Program; Life Insurance, survivor and disability benefits; Deferred Compensation Plan; Cafeteria Plan; voluntary life insurance; 11 paid annual holidays; 12 days annual sick leave; and 10 days paid annual leave. Vacation accrual rates increase with years of service.

**EXPERIENCE AND EDUCATION REQUIREMENTS:** High School Diploma or General Education Development Certificate and the ability to type 35 words per minute are required. One year prior public safety telecommunications experience preferred. Prior professional experience in telecommunications setting or closely related experience desired.

The Department of Human Resources and Organizational Development (HR/OD) may consider any equivalent combination of education, training and/or experience.

**NOTE:** For a detailed position description, visit our website, [www.missouricitytx.gov](http://www.missouricitytx.gov).

**SELECTION CRITERIA:** 100% Education and Experience.

**HOW TO APPLY:** All applicants must complete the City's Official Application for Employment and addendum. To secure an official application, visit the HR/OD section of the City's website at [www.missouricitytx.gov](http://www.missouricitytx.gov), or contact the HR/OD Department via telephone (281) 403-8500. Submit completed applications and addendum by fax to (281) 261-4233; email completed applications and addendum to [apply@missouricitytx.gov](mailto:apply@missouricitytx.gov); mail or deliver to 1522 Texas Parkway, Missouri City, TX, 77489.

**The City of Missouri City is an Equal Opportunity Employer**