

DEPARTMENT: Bellaire Police

POSITION: Communications Officer

SALARY: \$1,209.71 Bi-Weekly / \$2,621.02 Monthly

MINIMUM

REQUIREMENTS: High School education or equivalent; excellent communication skills and a working knowledge of dispatch methods, practices and procedures used by police, fire and EMS departments; knowledge of efficient office practices and procedures, accurate typing of 40 WPM. Computer work required. Must be able to work all shifts. Telecommunications certification preferred, or must acquire certification within one year of employment. Public Safety communications experience also preferred. Candidates application information subject to disclosure under Texas Public Information Act.