

**PLEASE POST THIS JOB ANNOUNCEMENT
ON YOUR BULLETIN BOARD**

INTERESTED EMPLOYEES MAY APPLY BY FILLING OUT AN INTERNAL TRANSFER REQUEST FORM SIGNED BY THEIR SUPERVISOR AND RETURNING IT TO THE HUMAN RESOURCE DEPARTMENT.

CITY OF LEAGUE CITY, TEXAS—JOB ANNOUNCEMENT

POSITION TITLE: Telecommunicator

Department: Police
Grade: 40
Salary: \$14,0819
Opening Date: February, 15, 2007
Closing Date: March 1, 2007

PRINCIPAL DUTIES AND RESPONSIBILITIES

Maintains radio communications with the Police, Inter-City, EMS, ACO, and Fire Departments.

Relays necessary information to appropriate agencies.

Operates multi line telephone systems, including the 911 and Deaf systems. **Ensures** that all calls are answered promptly.

Operates a nationwide computer system. **Retrieves** and **enters** information on stolen articles and vehicles, wanted and missing persons, vehicle registration, and driver's license information.

Maintains and **updates** multiple logs including the radio, wrecker, prisoner, and abandoned/suspended vehicle logs.

Assist other law enforcement agencies by answering questions and performing miscellaneous duties.

Performs all other related duties as assigned.

MINIMUM EDUCATION, CERTIFICATION AND EXPERIENCE REQUIREMENTS

High School diploma or equivalent required. Minimum typing speed 35 w.p.m. Must have or be able to obtain within one year from date of employment: Telecommunicator Certification, TCIC/NCIC Certification and Emergency Medical Dispatch Certification. Six months to one year related experience preferred.

SKILLS, KNOWLEDGE AND ABILITIES

Skills in operating a two-way radio, typing, operating a computer, operating a multi-line telephone system, and record keeping. Knowledge of Federal, State, and Local laws and ordinances, Department policies and procedures, and city streets. Ability to handle multiple emergency situations simultaneously. Ability to speak clearly, listen attentively, and remain calm during stressful situations.

EQUAL OPPORTUNITY EMPLOYER

Applicants are required to submit to taking a drug test at the time a conditional offer of employment is made. *See definition in City of League City Drug Free Workplace Policy.

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