

## CITY OF JASPER

### OPEN POSITION

#### DISPATCHER - POLICE DEPARTMENT

The City of Jasper has a full time opening for a Dispatcher at the Police Department.

**Requirements:** Experience in handling incoming and outgoing radio communications, complaints, and emergencies, maintaining logs, handling prisoners, and collecting fines. Must be able to think independently, communicate effectively, courteously, and promptly in English with minimal supervision. Must have a valid Texas Driver's License, High School Diploma or GED and be able to successfully complete annual training to maintain the required TCOLE standards. Prior Dispatch experience preferred. Starting salary \$14.15 - \$21.20 hourly depending upon experience. Applications available at the City Municipal Building, 465 S. Main Street, Jasper, Texas, 75951, or email: [judy.wilson@jaspertx.org](mailto:judy.wilson@jaspertx.org)

The City of Jasper is an Equal Opportunity Employer M/F/V/D

<b>JOB TITLE:</b>	<b>Dispatcher</b>	<b>W/C 7720</b>
<b>DEPARTMENT:</b>	<b>Police</b>	<b>SIC 9221</b>
<b>STATUS:</b>	<b>Hourly</b>	<b>Pay Group P2</b>

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**JOB SUMMARY:**

Under the general supervision of the Chief Dispatcher. Performs dispatching work of average difficulty on an assigned shift. Duties involve handling incoming and outgoing radio communications; handling incoming complaints and emergencies; maintaining logs. Performs other duties as may be assigned.

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**ESSENTIAL JOB FUNCTIONS:**

- Answer emergency phone lines and obtain necessary information about complaints or emergencies.
  - Contact or respond to police in the field via two-way radio and relay emergency information and pertinent data.
  - Keep radio logs for radio and police activity.
  - Operate electronic data terminal for records, data entry and transmission of information to police in the field.
  - Monitor various police radio frequencies.
  - Operate the TLETS computer.
  - Answer multi-line telephone including E-911 lines.
  - Communicate with hearing/speech impaired citizens by operating specialized teletype system.
  - Communicate effectively, courteously, and clearly in English, verbally and in writing; including speaking distinctly, responding promptly, hearing in the normal range, to protect the safety of officers and the public.
  - Work in a confined area for 12 plus hours and remain seated for long periods of time entering data into various computer systems on a constant basis.
  - Prepare offense/incident reports and maintain various files.
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**OTHER JOB FUNCTIONS:**

- Answer fire emergency calls and dispatch to the department.
  - Enter modifications and cancellations into the NCIC computer as requested.
  - Subject to emergency call back.
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**REQUIRED EDUCATION, DEGREES, CERTIFICATES AND/OR LICENSE:**

- High school diploma or GED.
  - Valid Texas Driver License-Class C.
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**EXPERIENCE, TRAINING, KNOWLEDGE AND SKILLS:**

- Having a working knowledge of computer operations;
- Ability to perform under stress when confronted with critical situations.
- Ability to multi-task without loss of efficiency and composure.
- Ability to work without constant supervision.
- Continues annual training to conform with TCOLE standards as required by the police chief and state requirements.