

CITY OF JASPER

TELECOMMUNICATIONS OPERATOR - POLICE DEPARTMENT

The City of Jasper has a full time opening for a telecommunications operator, City of Jasper Police Department.

Requirements: Experience in handling incoming and outgoing radio communications, complaints, and emergencies, and maintaining logs. 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.

Opening Date: April 8, 2026

Closing Date: Until Filled

Starting salary: \$16.50 - \$25.06 per hour DOE

Applications available: Judy Wilson, Director of Human Resources
City Hall
465 S. Main Street,
Jasper, Texas, 75951
email: judy.wilson@jaspertx.org
Phone: (409) 383-6109

For law enforcement related job openings with the Jasper Police Department please complete the following forms (Employment Application – Police Dept. & Release of information:

https://www.jaspertx.org/page/employment_application

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

See job description below.

JOB TITLE: Telecommunications Operator **W/C 7720**
DEPARTMENT: Police **SIC 9221**
STATUS: Hourly

JOB SUMMARY:

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

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.
 - Rotating shifts between days and nights, also subject to call out for shift coverage and schedule changes.
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OTHER JOB FUNCTIONS:

- Answer fire emergency calls and dispatch them 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.