

DISPATCHER/COMMUNICATIONS OFFICER

Department: POLICE

FLSA Status: Non-Exempt

Job Summary: Performs a variety of complex tasks in order to facilitate clear and prompt response time for emergency personnel.

Supervision Received: Work is performed under the general supervision of the Dispatch Supervisor or his/her designee.

Supervision Exercised: None.

Essential Job Functions:

1. Radio communications operations.
2. Maintain radio log, wrecker log, accident log, jail log, and all other necessary logs.
3. Complete and enter call tickets; update daily reports, while the night shift shall print and distribute copies as directed; and file reports.
4. Perform all TLETS/NLETS duties as instructed; complete arrest reports and prepare for DPS and other law enforcement jurisdictions.
5. Enter citations written by officers.
6. Answer all emergency and administrative calls in a timely manner.
7. Maintain daily recording of police department and city hall surveillance cameras.
8. Complete pass-on information daily.
9. Subject to on-call status after normal working hours for assistance with calls and should have a response time of no more than 30 minutes.

Other Job Functions:

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. Such tasks shall be capable of being performed with reasonable accommodation, if necessary, that does not impair a business necessity or impose an undue business hardship and without presenting a direct threat to the safety of the applicant or others.

Minimum Qualifications:

Knowledge, skills, and abilities required:

Knowledge in local, state, and federal government practices and procedures and applicable state and federal laws and regulations.

Skill to establish and maintain professional and effective relationships with external publics/vendors, internal management, non-management employees, city and other government officials.

Skills to communicate effectively both verbally and in writing.

Ability to effectively communicate technical information to varying audiences.

Ability to coordinate multiple tasks and deadlines.

Ability to organize data.

Ability to apply established procedures to accounts payable functions.

Ability to apply research methods to reconciling accounts payable problems and inconsistencies.

Ability to establish and maintain effective working relationships.

Ability to communicate effectively with the public.

Ability to multi-task.

Ability to manage stress level in emergency situations.

Minimum Standards:

1. Meet all City of Giddings employee standards.
2. Must not have applied with the Giddings Police Department in the previous 12 months.
3. Not have made any false statement of omissions on any application.
4. Be of good character and reputation.
5. Be a citizen of the United States of America AND possess a valid Texas Driver's License.
6. Age requirements is 18 years of age.
7. Be a high school graduate or have earned a GED.
8. Be licensed by the TCOLE, or eligible for licensure, and not have ever had a TCOLE (TCLEOSE) license revoked.
9. Must not have been, *within the last ten (10) years*;
 - a. Convicted, or placed on court-ordered community supervision or probation, for any criminal offense of the grade of Class B misdemeanor
 - b. Convicted of the offense of driving while intoxicated or driving while under the influence of drugs.
10. Must NEVER have been;
 - a. Charged with any criminal offense for which conviction would be a bar to licensure;
 - b. Convicted, or placed on court-ordered community supervision or probation, for any criminal offense of the grade of Class A misdemeanor or above.
 - c. Convicted or placed on community supervision in any court of an offense involving family violence as defined under Chapter 71, Texas Family Code;
 - d. Never received a dishonorable other discharge based on misconduct which bars future military service.
11. Must be fingerprinted and be subject to a search of local, state, and national records and fingerprint files to disclose any criminal records.
12. Must submit to interviews by representatives of the City of Giddings and the Giddings Police Department.
13. Must pass a psychological and drug (hair follicle) examination, by facilities chosen by the City of Giddings, and be declared to be drug free.

Qualifying Education and Experience:

High school diploma or GED.

Must successfully complete and pass mandatory TCOLE and TLETS training as required.