



Job Title: Public Safety Communications Officer  
Starting Pay: \$12.50/hr  
Department: Police Services

04/11/2017

### **JOB SUMMARY:**

Dispatches and receives calls for police services and provides accurate and concise information in support of police field units to promptly respond to 911 calls ensuring the safety of officers. Assigns and broadcasts all police and fire calls, according to priority, to the nearest available field unit within geographic area of responsibility. Provides assistance to emergency services personnel by answering questions and researching information. Operates emergency and non-emergency equipment such as computer aided dispatch, printers, multi-button telephone system, and other systems. Maintains immediately available library of emergency reference material such as computer manuals, maps, wrecker logs, and other reference materials. Performs routine office tasks such as typing, filing, faxing, phoning and copying. Must be able to work nights, weekends and holidays

### **QUALIFICATIONS:**

- High school diploma or GED or 6 months related experience.
- Able to complete state required certification within the first year of employment.
- Must be available for any shift.
- Able to type a minimum of 30 words per minute.
- Must be a U.S. Citizen
- Bilingual (English/Spanish) preferred.

### **PHYSICAL REQUIREMENTS:**

Administrative work; sits at a desk to work. Involves occasional light lifting of 0 to 25 pounds.

**Applicant must successfully pass a criminal background check to include a drug and alcohol screening, a psychological test, and a Harlingen Police Department background investigation prior to employment by the City of Harlingen.**

### **BENEFITS:**

The City offers excellent benefits including paid holidays, vacation, sick leave, health and life insurance, a retirement system and optional deferred compensation programs.

**HOW TO APPLY:** Applications are available at City of Harlingen City Hall, 118 E. Tyler, Harlingen, Texas 78550, City Website: [www.myharlingen.us](http://www.myharlingen.us)

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