



Job Title:	Public Safety Communications Officer I	
Pay:	\$10.9364/hr	
Department:	Police Services	04/08/2016 REV 10/2016

### **JOB SUMMARY:**

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. Provides assistance to emergency services personnel by answering questions and researching information. Maintains various logs and charts to provide records of all emergency and non-emergency actions for follow-up investigations, administrative or legal actions. Operates emergency and non-emergency equipment such as computer aided dispatch, printers, multi-button telephone system, and other systems. Performs routine office tasks such as typing, filing, faxing, phoning and copying. Employees are expected to demonstrate extensive communication skills and to exercise judgment under pressure. Work is performed under the general direction of a Public Safety Communications Shift supervisor. Must be able to work nights, weekends and holidays

### **QUALIFICATIONS:**

- Must be able to obtain TLETS Certification within the first year of employment.
- Must be able to work any shift.
- Able to type a minimum of 30 words per minute.
- Bilingual preferred.
- Must be a U.S. Citizen
- High School diploma or GED or six months related experience.

### **PHYSICAL REQUIREMENTS:**

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

**Applicant must successfully pass a pre-employment Drug and Alcohol screening, Background check and Psychological exam 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)