



# *City of Friendswood*

## **Communications Operator**

The City of Friendswood is currently accepting applications for **part-time Communications Operator (recruit and certified)**. The base salary range is \$17.19-\$21.17 hourly, DOQ. Shift work is required and the candidate must have the ability to work under pressure. Required skills include speed typing (44wpm), operation of radio, telephone and related communications equipment. Strong communication skills and clear diction are required. Experience in public safety function, data entry and filing are preferred. Bi-lingual skills (Spanish/English) are encouraged, but not required. Must be able to work a flexible schedule, which will include working all shifts, weekends, and holidays. Selected applicants must be able to meet all TCOLE licensing requirements for telecommunications operator within one (1) year of employment.

Applicants must be U.S. citizens. Must have a high school diploma or GED; minimum of 18 years of age; valid Texas Driver's License; no family violence convictions; no class A misdemeanor or felony convictions; no class B misdemeanor conviction within the last ten (10) years; not ever been on court-ordered community supervision or probation for any criminal offense above the grade of a B misdemeanor; not been on court-ordered community supervision or probation for a B misdemeanor within the last ten (10) years from the date of the court order. The selected applicant will be required to pass a preliminary screening process, a computer generated exam simulating dispatching skills, an oral interview board, a background investigation, a command panel interview, a drug screening test, a medical examination and psychological examination. The eligibility list will be good for one year. See the City's website for more information or to submit an application, visit job listings at [www.friendswood.com](http://www.friendswood.com). The City of Friendswood is EOE/ADA and participates in E-Verify.