

**CITY OF RICHMOND, TEXAS
POLICE DEPARTMENT**

Dispatcher

The Richmond Police Department is looking for dependable individuals with excellent communication skills, dedication, professional demeanor and self motivation for their dispatch division.

Job Summary: Directs calls for non-emergency and emergency service purposes including police, fire and after-hours calls for other city departments; non-emergency inquires. Employee must be available to work various shifts, including weekends and holidays.

Qualifications: Required to have a high school diploma or GED. Required to have a valid Texas Driver's license. Must be able to type 35 words per minute. Dispatching experience preferred. Ability to be certified by the Texas Department of Public Safety in TCIC/NCIC operations within 6 months of employment. Ability to be certified as a Basic Telecommunications Operator by the Texas Commission on Law Enforcement (TCOLE) within one year of employment. Applicants must pass an oral interview, extensive background investigation, polygraph exam, psychological exam, physical exam and drug screen.

Pay Scale: (G-5) \$14.81 - \$20.74

Hours: 8-hour shifts

Position: Non-Exempt

Qualified applicants should complete a Richmond Texas Police Department job application which may be obtained at Richmond City Hall 402 Morton St. Richmond, TX 77469 or by downloading from www.richmondtx.gov. Completed applications are to be returned to the Human Resources Department at City Hall or via email to humanresources@richmondtx.gov.

Open until filled.

THE CITY OF RICHMOND IS AN EQUAL OPPORTUNITY EMPLOYER

01/04/2017