

WE'RE HIRING

The University of Texas at Houston Police Department (UT Police) provides law enforcement and community services to the MD Anderson Cancer Center and UT Health Science Center at Houston institutions. Both institutions are located within the Texas Medical Center with additional locations throughout the Houston metropolitan area.

As an integral part of the MD Anderson Cancer Center and the UT Health Science Center at Houston, we align with the visions of both institutions. The UT Police Mission and Vision Alignment document outlines the collaborative partnerships we maintain to help ensure a safe, secure and orderly environment.

We are currently accepting applications for a Police Telecommunicator.

The primary function of a Police Telecommunicator is to answer non-emergency and administrative telephone lines, enter information into a Computer Aided Dispatch (CAD) system, and processes non-emergency and routine requests for police, security, and technical support services. The Police Telecommunicator also monitors closed circuit television (CCTV) during special events and for security related activities, and performs multiple tasks concurrently, while working in a fast paced environment and maintaining a professional and positive demeanor.

Key Functions

1. Answers non-emergency telephone calls for police, security, and technical support events and services.
2. Enters information concerning calls for technical support and security related patrol activity into a Computer Aided Dispatch (CAD) system to be forwarded to the appropriate police dispatch station for assignment.
3. Forwards calls received in the Police Communications Center to the appropriate office of the UTPD.
4. Monitors CCTV for situations indicating a need for a law enforcement or security response, and forwards the information to the appropriate police dispatch station to initiate a proper response.
5. Composes and distributes shift and found property logs, and performs other police communication center paperwork.
6. Other duties as assigned.

Education Required: High School diploma or equivalent

License/Certification Required: None. Preferred: Basic Texas Commission on Law Enforcement (TCOLE) Telecommunications Operator license.

Experience Required: One year of experience in customer service or related field. Preferred: One year of experience in a, public safety, or emergency communications field.

Salary **The salary range is from \$29,200 and \$43,800 and is commensurate with experience. UT Police offers excellent benefits to include a TRS Pension Program, annual merit raises, paid holidays, and 100% paid health insurance premiums for the employee. Additionally, we offer up to \$1,800 annually for TCOLE Certification and \$1,800 annually for bilingual capability.**

To apply, visit www.mdanderson.org/careers. Click on the purple box that says "current job openings" and search for keyword "police." For further information or questions, contact the talent management team at 713-792-0900 or utp-hrecruiting@mdanderson.org.