2000 Forest Ridge Drive, Bedford Texas 76021
www.bedfordtx.gov (817) 952-2100

Open: February 24, 2014
Close: When Filled

JOB POSTING
Dispatcher/Full Time
Monthly Salary: $3,098

JOB SUMMARY:

Receives calls from the public and other agencies concerning complaints, crimes, police emergencies and non-emergencies, Fire/EMS, and other calls for service. Dispatches orders to appropriate police radio patrol units, Fire/EMS and other personnel. This position requires working shift hours.

MINIMUM QUALIFICATIONS:

- High school diploma or general education degree (GED).
- Must be able to pass a standard Perfex text.
- Must have certification in Public Safety Telecommunications or be able to obtain certification
- Must have TCIC/NCIC certification or be able to obtain within 6 months from date of hire.
- Must obtain Texas state Telecommunicator license within one year of hire
- Keyboarding speed of 35 wpm.
- Specific vision abilities required by this job include close vision, color vision, and peripheral vision.

SKILLS AND EXPERIENCE:

- Basic knowledge of computer-aided dispatch system, operation and utilization of the computerized database is desired.
- Basic knowledge of voice recording equipment and other relevant equipment utilized by this position is desired.
- Ability to read and comprehend simple instructions, short correspondence, and memos and to write simple correspondence.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Demonstrated ability to multi-task and prioritize in a high-volume, high-pressure work environment

TO APPLY:

Online applications will not be accepted for this position. Please print and complete the application with attached Personal History Statement provided at www.bedfordtx.gov/hr or pick up an application and Personal History Statement from the Bedford Law Enforcement Center at 2121 L. Don Dodson Dr. or Human Resources at 2000 Forest Ridge Dr. in Building B.

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