



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

Open: November 2, 2012
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 21 years of age.
- 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.
- 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 dictaphone and other relevant equipment utilized by this position.
- 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:

For further information contact Recruiting in the Police Department at (817) 952-2465. Applications available at Law Enforcement Center, 2121 L. Don Dodson, Bedford, City Hall, 2000 Forest Ridge, Bedford or our web site (www.bedfordtx.gov). Must turn in a Personal History Statement at the same time as application.

The City of Bedford is an Equal Opportunity/ Affirmative Action Employer