



City of Saginaw

333 West McLeroy
P.O. Box 79070
Saginaw, Texas 76179
817-232-4640
Fax 817-232-4644
www.ci.saginaw.tx.us

JOB OPPORTUNITY ANNOUNCEMENT POLICE DISPATCHER

OPEN DATE: June 20, 2018

CLOSING DATE: Open Until Filled

BEGINNING SALARY: \$ 17.41 per hour, plus overtime hours

MINIMUM REQUIREMENTS:

- CITIZENSHIP: Must be a United States Citizen by birth or naturalization.
- EDUCATION: High School or Equivalent
- DRIVING: Must have a valid Texas Driver's License and maintain a good driving record
- CERTIFICATION: TCOLE Basic Telecommunicator Certification or sufficient training to obtain within one year from date of employment.

Essential job functions per job description included in application packet.

All applications must be returned with the following:

1. A copy of valid driver's license
2. A copy of social security card
3. A copy of birth certificate
4. A copy of high school diploma or GED
5. A copy of TCOLE Basic Telecommunicator Certificate, if applicable
6. Email address

Failure to comply with this request could disqualify you.

Application packets available:

In person: City of Saginaw, Personnel Office, 333 W. McLeroy Blvd., Saginaw, TX 76179
Online: www.ci.saginaw.tx.us

Completed application packets can be emailed to: applications@ci.saginaw.tx.us

**NON-TOBACCO USERS PREFERRED
NO SMOKING INSIDE ANY CITY BUILDINGS OR VEHICLES**

POLICE DISPATCHER HIRING PROCESS

The hiring process for City of Saginaw Police Dispatcher will consist of the following: Written test (applicant must answer at least 70% in order to continue the hiring process), Oral Interview Board, background check, physical examination and drug screen. Applicant with the highest test score may not necessarily be the final applicant chosen. Any offer of employment is contingent on applicant passing the physical examination and drug screen. **We reserve the right not to employ any applicant.**

Equal Opportunity Employment

Note: The Immigration Reform and Control Act of 1986 require the City of Saginaw to hire only U. S. Citizens and lawfully authorized alien workers. Employability verification will be required of prospective employees.

EMPLOYEE BENEFITS

- SALARY:** Salary ranges are designed to be competitive with municipalities and industries
- RETIREMENT:** Texas Municipal Retirement System (6% of Employee's total salary and City doubles at 12%) **The City is currently looking at changing the contribution from 6% to 7%.**
- LONGEVITY:** \$6.00 per month of service after the first year. Paid in lump sum check on the first Friday in December of each year.
- SERVICE AWARDS:** Service pin awarded 5 years of service, a diamond added for each additional 5 years
- VACATION:** 48 hours after 6 months, 48 hours at 1 year
- | | |
|---------------|---------|
| 1-5 years | 2 weeks |
| 5-15 years | 3 weeks |
| 15-25 | 4 weeks |
| 25 plus years | 5 weeks |
- SICK LEAVE** 40 hours after 6 months, then hours accrue monthly up to 320 hour maximum.
- HOLIDAYS:** New Year's Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving and following Friday, Christmas Eve and Christmas Day, and 2 Floating Holiday
- INSURANCE:** Medical and Dental (Employee portion paid by City, dependent coverage optional and City will pay maximum of \$365.00 per month)
- Life 50,000/100,000 (Paid by City)
- OTHER:** Mandatory payroll direct deposit to checking or savings account
AFLAC (Optional)
Deferred Compensation Plan (Optional)
Disability Plan after 1 year of employment