



City of Saginaw

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

**JOB OPPORTUNITY ANNOUNCEMENT
POLICE DISPATCHER**

OPEN DATE: December 8, 2021 (revised 10/01/2022)

CLOSING DATE: Open Until Filled

BEGINNING SALARY: \$ 18.84 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.

Must be able to perform essential and non-essential job duties with or without a reasonable accommodation.

All applications must be returned with the following:

1. **Application Supplement**
2. **Confidential Information Agreement Form**
3. **Authorization for Release of Information**
4. **Background Investigation Authority to Release Information Wavier**
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, Human Resources, 333 W. McLeroy Blvd., Saginaw, TX 76179

Online: www.saginawtx.org

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

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|------------------------|--|
| SALARY: | Salary ranges are designed to be competitive with municipalities and industries |
| RETIREMENT: | Texas Municipal Retirement System (7% of Employee's total salary and City doubles at 14%) |
| 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 hours 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 50,000/50,000 (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 |

**CITY OF SAGINAW
JOB DESCRIPTION**

Job Title: Dispatcher
Department: Police
Full Time Position

Effective: 03-24-2015
State Employment Commission Code: 9221
Worker's Compensation Number: 8810

Job Summary

Work is performed under the general supervision of the Communications Supervisor. Required to operate radio and telephone equipment and coordinate all incoming emergency and non-emergency calls to appropriate personnel or agency in a timely manner. Perform efficiently and effectively in a fast-paced and stressful environment. Ability to work any assigned shift (days, nights), must be willing to work holidays, weekends, and overtime, as needed for scheduling purposes.

Essential Job Functions

Answers 911 emergency phone lines and non-emergency phone lines; transmits, receives and coordinates radio traffic; obtains and relays necessary information about emergencies or complaints; determines priority of call requiring an officer, appropriate assignment, and number of officers needed to respond; records times, locations, and all other pertinent information for all patrol activities and when necessary, for investigations and animal control; monitors various police, fire and city radio frequencies; operates police records management system, CAD and mobile data terminal; operates and monitors electronic building security system.

Prepares reports, files and maintains various communication logs and records; provides computer generated reports to patrol, criminal investigation division, and police administration on various statistic and demographic information related to police work; operate and perform functions in Texas Law Enforcement Telecommunications System (TLETS).

Performs necessary clerical work; accepts funds for the city and other agencies for fines, bonds, and generates receipts; maintains files for residential and business alarm permits; receives and relays messages, information, etc., for all police department personnel; receives and directs after hours calls for various city departments; assists the walk-in public in routine and priority matters.

Required Education, Certificates and/or Licenses

High School Diploma or General Equivalency Diploma.

Experience, Training, Knowledge and Skills Required

Basic training in the use of police communications equipment and police computer system. Must have sufficient training to obtain TCOLE basic Telecommunicator Certification within one (1) year from the date of employment. Ability to multi-task, think quickly and make good decisions. Good communications skills; reading, writing, and speaking clearly and concisely. Good keyboard skills. Knowledge of geographical area. Ability to deal with job related stress effectively.