



617 Tenaha Street
P.O. Box 1744
Center, Tx. 75935
936-598-2941
www.centertexas.org

NOTICE! POSITION AVAILABLE

Date: December 30, 2025

The City of Center is recruiting for the following position:

TITLE: DISPATCHER

REPORTS TO: Lieutenant Williams

SUMMARY OF DUTIES:

Operate dispatch desk on assigned shift to serve police communications function and perform related work as assigned, receive reports & complaints by radio, telephone, in person. Types, files photocopies, writes receipts for bonds & fees, maintains logs & records. Any other duties as assigned.

REQUIREMENTS: A valid Class C Texas Driver's License, no criminal history, a U.S. Citizen, and of good moral character.

EDUCATION: High school diploma or equivalent. Work requires knowledge necessary to understand basic operational, technical, or office processes, including basic computer knowledge, and pass the Telecommunications operators certification training.

EXPERIENCE: No previous experience required.

SKILLS: Reading, Math, Writing, Walking, Sitting, Bending, Active listening.

CLOSING DATE: TBD

Interested applicants should submit an application online at www.centertexas.org and download and submit in person the TCOLE application also found on our City of Center website. If you have any questions contact:

Lieutenant Andrew Williams
936-598-2788

THE CITY OF CENTER IS AN EQUAL OPPORTUNITY EMPLOYER

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.