# NOTICE! POSITION AVAILABLE 

May 6, 2022

## The City of Center is recruiting for the following position:

## TITLE: DISPATCHER PART-TIME

## REPORTS TO: Dispatcher Supervisor SUMMARY OF DUTIES:

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

REQUIREMENTS: Valid Texas DL.
Telecommunications Operator Certified preferred but not necessary.
EDUCATION: High school diploma or equivalent.
EXPERIENCE: Preferred
SKILLS: $\quad$ Ability to effect and maintain a good working relationship with the public and other employees. Ability to think and act quickly accurately and calmly in emergency services, functions and procedures. Ability to develop, within a reasonable training time, skill and speed in the operation of telephone, radio, teletype, computer and other related communication equipment together with a knowledge of police/fire and other emergency services, functions and procedures.

CLOSING DATE: Until filled
You may go online to download application at
www.centertexas.org
or apply at
617 Tenaha Street, Center, Texas 75935
$936-598-2941$
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.

