

COMMUNICATIONS OPERATOR/DISPATCHER

Thank you for your interest in the Nacogdoches Police Department. Nacogdoches is a growing community of approximately 30,000 residents, which surrounds the campus of Stephen F. Austin State University. We are a progressive police agency, searching for qualified persons willing to make a personal commitment to emergency services.

The Nacogdoches Police Department currently employs 65 sworn officers and 18 civilian personnel. We provide law enforcement services and emergency communications for city police and fire departments.

Communications Operators provide the link between the public and police officers and fire fighters. Communications Operators receive, process, and relay information to the appropriate source for assistance. Working with CAD (computer aided dispatch),

telephones, radios, recording equipment, and other technology, they also provide necessary information for emergency providers on the scene.

The duties of an NPD Communications Operator include, but are not limited to:

- Answering all emergency and non-emergency telephone lines, obtaining information to process all calls for service and relaying them to the appropriate responder.
- Monitoring multiple radio, audio, visual and other equipment.
- Performing all transactions (inquiries, entries, deletions, and modifications) for the department into the National and Texas Law Enforcement Telecommunications System.
- Performs other duties and assignments as directed.

TRAINING

The successful completion of an in-house training program provides the skills and abilities necessary to cope with highly stressful conditions, which require immediate actions and decisions. This training is done after hiring, and includes "hands-on" experience.

REQUIREMENTS FOR APPLICATION

- High School Diploma or GED
- Ability to type at least 30 words per minute on a pre-employment typing test.
- Ability to pass an oral interview by a panel designated by the department.
- Ability to pass a thorough background investigation.
- Available to work shift work.

GROUP INSURANCE

The City of Nacogdoches provides hospitalization insurance to employees at no cost. Dependents may be added at employee expense. Dental, Vision, and additional life insurance plans are offered to employee at group rates.

RETIREMENT

All city employees participate in the Texas Municipal Retirement System (TMRS). Each employee deposits 7% of his/her salary to a TMRS account. The city matches the contributions at a rate of 2 to 1 at retirement. Employees are vested at 5 years of service and may retire after 20 years of service.

VACATION- 80 hours per year.
After 5 yrs, add 8 hours per year up to a total of 120 hours.

HOLIDAYS- 10 paid per year.

SICK LEAVE- 15 days per year.

EMERGENCY LEAVE- 5 days per year.

FUNERAL LEAVE- 2 days per year.



Apply in Person at Human Resources
202 East Pilar Street
936-559-2567
or on our website at:
www.ci.nacogdoches.tx.us

CITY OF NACOGDOCHES
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