



CITY OF
HEREFORD

JOB ANNOUNCEMENT

JOB #003-24

The City of Hereford will accept applications for the following position:

PUBLIC SAFETY DISPATCHER

Salary: Range 13 (\$3,527.00 – \$4,287.00 per month)

An employee in this classification will be responsible for receiving and dispatching emergency and non-emergency calls to appropriate Police Department personnel; operating E-9-1-1 System; and performing other duties as may be required and which are listed on the attached Job Description.

Employee will report to the *Police Dispatch Supervisor*

The applicants chosen for this position will be required to submit to a pre-employment drug test.

This job is open to *anyone*

Applications will be accepted *until job is filled.*

The City of Hereford is an Equal Opportunity Employer.

All employees of the City of Hereford are employees at will and as such have no property interest in employment or any expectations of continued employment, promotion or any personnel benefits including but not limited to sick leave, vacation leave, compensating time off and disability, life and group health insurance.

PUBLIC SAFETY DISPATCHER

DESCRIPTION OF WORK

Job Summary: Receives and dispatches emergency and non-emergency calls to appropriate Police Department personnel; operates E-9-1-1 System; and performs other duties as may be required.

Supervision Received: Work is performed under the immediate direction of the Police Dispatcher Supervisor.

Supervision Exercised: None.

EXAMPLES OF ESSENTIAL DUTIES

Receives emergency and non-emergency calls and in-person requests for information and assistance; directs requests to the proper source, including dispatching of police units, fire units and medical personnel; operates enhanced E-9-1-1 System.

Maintains ongoing status of police personnel and units.

Conducts computer searches through local, State, Texas Law Enforcement Teletype System and national files for possibly wanted persons or stolen property and provides information to the requesting officer.

Maintains manual and automated recordkeeping systems.

Operates computers, telephones, radios, camera monitoring equipment, telephone recording equipment and related communications equipment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or which the employee will encounter. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is subject to prolonged periods of sitting and is frequently required to stand, walk, reach and bend over. The employee must have adequate manual dexterity to operate computer, radio, telephone, typewriter and other office and communications equipment. The employee must have normal vision and hearing. The employee must occasionally lift and/or move up to 25 pounds. The employee will work in a normal office environment which is generally quiet. The employee often works under stressful conditions and is required to remain calm and composed while obtaining information. This position requires shift work, which may include nights, weekends and holidays as well as rotating shifts.