



## CITY OF TOMBALL PUBLIC POSITION POSTING



### DISPATCHER

The City of Tomball is accepting applications for a dispatcher to work various shifts in our Police Department. This position will answer and dispatch police and fire, 9-1-1 emergency and non-emergency calls as well as various other duties as needed in support of the department.

#### QUALIFICATIONS:

- Perform professionally and maintain control in extreme situations
- Ability to speak clearly and communicate effectively in any situation
- High level of computer and typing skills
- Must be able to work in team environment and multi-task
- Dependability, reliability, good attendance and the ability to work any shift including weekends and holidays is required
- Must possess and maintain a valid Class C Texas motor vehicle operator's license.
- Basic Telecommunication certification is desirable or must be obtained within one year
- High School Diploma or GED required
- Must be free of criminal history and successfully pass a thorough background investigation
- Per State guidelines, must be a U.S. citizen to view sensitive computer information required in position
- Must be able to successfully pass pre-employment and random drug screening

#### SALARY:

- Hiring Range – \$40,097 - \$42,102
- Salary Range - \$40,097 - \$54,249
- Salary is dependent on experience and qualifications

#### CLOSING DATE:

- Applications for this position will be accepted until 5:00pm, Monday, October 14, 2019. Entry level testing will be administered Saturday, October 19, 2019. See testing announcement for full details.

Applications are available at City Hall and on our website at [www.tomballtx.gov](http://www.tomballtx.gov) and may be submitted to:

- City Hall, Attn: Human Resources, 401 Market Street, Tomball, TX 77375
- Fax (281) 290-1088 or e-mail [hr@tomballtx.gov](mailto:hr@tomballtx.gov)
- Office hours are 8 am to 5 pm Mon – Thurs. & 8 am to 4 pm Fri.

Equal Employment Opportunity Statement - The City of Tomball does not discriminate on the basis of Race, Color, National Origin, Sex, Religion, Age or Disability in employment or the provision of services.