



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 4:00pm, Friday, April 10, 2020. Entry level testing will be administered Friday, April 17, 2020. See testing announcement for full details.

Applications are available at City Hall and on our website at 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
- 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.