



City of Hempstead Police Department

Telecommunications Operator

Date: October 6, 2023

Job Type: FULL-TIME - NIGHT SHIFT ROTATING EVERY OTHER WEEKEND (F, S, S) OFF 6P-6A.

Hours: Willingness to and /ability to work all shifts including holidays and weekends.
This shift is primarily night shift and rotating weekends (8- and 12-hour shifts) and holidays.

Location: Hempstead Police Department
1015 11th Street
Hempstead, TX 77445
Phone: (979) 826-3332

Salary/ \$20.00 per hour. Also Pay for TCOLE Proficiency Certifications. \$41,600
Benefits: INTERMEDIATE \$80 ADVANCED \$120 MASTER \$200 EACH PAY PERIOD
Health, Dental and Vision Insurance along with Retirement Benefits.
2 weeks' Vacation accrued after 1 year of service.
Longevity Pay \$5 per month after 1 year of service.
Uniform shirts provided.

Education: Graduation from an accredited high school or a G.E.D. equivalency diploma

Requirements: MUST BE 18 YEARS OF AGE OR OLDER
MUST BE ABLE TO PASS DRUG, PHYSICAL AND PSYCHOLOGICAL EXAMS
MUST PASS CRIMINAL HISTORY BACKGROUND
PREFER SPANISH SPEAKER/BILINGUAL CANDIDATE
MUST BE ABLE TO MULTITASK PHONES/RADIO AND IN PERSON AT SAME TIME
MUST BE PROFICIENT IN TYPING

TCOLE Basic Telecommunications Certification preferred or must obtain within one (1) year of hire.
Valid Texas Driver's License

Closing Date: Open until filled

Description: Telecommunication Operators are responsible for the efficient response to emergency and non-emergency calls to include but not limited to, receiving, processing, effectively prioritizing and documenting all calls for service for the Hempstead Police Department from the public, relaying information to the appropriate source for assistance, and performing relative administrative duties. Must have ability to maintain confidentiality day to day operations.

How to Apply: Submit a completed City of Hempstead Employment Application (Police and Telecommunicator are the same application) along with additional required documentation. Applications may be obtained at www.hempsteadcitytx.gov or via email at hpdrecruiting@hempsteadcitytx.gov

All completed applications need to be delivered in person or mailed to:

City of Hempstead Police Department 1015 11th Street Hempstead, TX 77445