

The City of Palmhurst is accepting applications for the following positions. Click on the job title to view the official job description, which contains a job summary, requirements and pay rate information. You may submit your resume at the Palmhurst Police Department located at 4417 N. Shary Rd, Palmhurst, TX 78573.

Position	Department	Closing Date
Communications Officer	Police Department	08-27-10

Job Title Communications Officer (Dispatcher)
Department Police Department
Position Type Full Time
Wages/Salary \$8.00/hr
Closing Date 08-27-10

Job Summary

The individual must be motivated and dedicated. The employee will have contact with the public during emergency calls and must remain courteous and professional. Daily duties will include answering emergency and routine calls from Police/Safety Personnel via radios and telephone, maintaining daily logs/reports/documents relating to public safety activities and performing other clerical tasks related to Police/Safety Services. The position requires working rotating shifts, weekends, holidays, and possible on-call status.

Conditions

The individual works indoors in a well-lighted, air-conditioned office. The job has no significant hazards and physical demands are low.

Requirements

1. Must be a United States citizen
2. Valid Texas Drivers License
3. Must be at least 21 years of age
4. Minimum completed education of High School or GED
5. **Minimum of one (1) year of dispatch experience**
6. **TCIC/NCIC Dispatcher Certification within one year of employment.**
7. Must pass drug/alcohol screen examination
8. Must pass background check
9. Must be punctual and dependable.