

**Job Title:** Telecommunications Officer – Part Time

**Job Location:** City of Meadows Place Police Department, TX

**Job Type:** Part Time

**Compensation:** \$22.50 hourly

Position will be 25 to 30 hours per week, with Shift Variation. Majority of time will be Evening and Night Shifts. This is a part time position; no benefits are provided with employment.

**Job Category:** Police

**Job Description:**

Perform dispatch and communication duties on behalf of the Police Department. Position provides for the delivery of emergency and non-emergency services to the public. Duties include dispatching and assigning calls for service, documentation and management of communication records. Applicants who possess experience and can work between 5 and 30 hours per week are encouraged to apply.

**Job Requirements:**

- Minimum High School Diploma or GED.
- Applicant must possess current TLETS, TCIC, NCIC certifications.
- Applicant must possess current Telecommunications Operators Certification through TCOLE.
- Applicant must be able to pass thorough background investigation.
- One-year experience is preferred but not required.

Applications can be obtained by contacting the Meadows Place Police Department, 281.983-2900 or by email [stewart@cityofmeadowsplace.org](mailto:stewart@cityofmeadowsplace.org). Application can also be downloaded from the city website – [www.cityofmeadowsplace.org](http://www.cityofmeadowsplace.org).