

CITY OF MEADOWS PLACE POLICE DEPARTMENT
TELECOMMUNICATIONS OFFICER/RECORDS CLERK

Position Title:	Telecommunications Officer / Records Clerk
Department:	Police Department
Salary:	DOQ Medical, Dental, Vision (Covered 97% by the City) TMRS Retirement (Matched 2:1)
Work Schedule:	Mon – Fri, 4:00 pm – 12:00 am (Subject to change due to the needs of the department)

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

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, and the documentation and management of communication records.

Position also performs Records duties on behalf of the Police Department. Duties include, but are not limited to creating, maintaining and filing reports, maintaining logs, scanning and uploading files, maintaining required information per CJIS and TCIC, monthly validations, updating files for destruction per TSLAC, audits through CJIS, TCIC && TCIC, sealing records.

MINIMUM EDUCATION, EXPERIENCE AND CERTIFICATION

Minimum High School Diploma
Current TLETS, TCIC, NCIC certifications.
Current Telecommunicator Operator Certification through TCOLE.
Pass through background investigation.
One-year experience is preferred.

Application can be downloaded from the City website, www.cityofmeadowsplace.org.

****Accepting applications until position is filled.***