

# **Tarrant County College Police Department Job Announcement**

## **Posting 3335 - Dispatcher**

Performs a variety of routine clerical, administrative and technical work in receiving and dispatching routine and emergency information; keeps official records and assists in the administration of standard operating policies and procedures of the dispatch center.

**Location:** Trinity River Campus

**Posting Closes:** 02/26/10

**Required:** High school diploma or general education degree (GED). Ability to speak clearly and communicate well, discern routine and emergency situations and provide accurate information to responding police units. Experience working with computerized systems.

**Salary:** Support Staff - Annual salary \$28,229.00

**Additional Information:** This position works with campus police and may be required to work during school holidays and other times when campuses are closed.

**Desired:** Previous experience as a police dispatcher and/or TCLEOSE Certified Telecommunicator; ability to multi-task; ability to sit for extended periods; willingness to learn radio procedures, computer-aided dispatch systems, monitoring systems, and state and federal guidelines.

**Contact:** Karen Pool at 817-515-1944 or [karen.pool@tccd.edu](mailto:karen.pool@tccd.edu) if you require additional information.

## **Karen Pool**

Communications Supervisor  
Tarrant County College Police Dept.  
300 Trinity Campus Circle  
Fort Worth, TX 76102  
817-515-1944