



City of Hempstead Police Department

Telecommunications Operator

Date: August 13, 2020

Job Type: Full Time

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).

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

Salary: \$14.00 per hour
Health, Dental and Vision Insurance along with Retirement Benefits.
2 weeks' Vacation accrued after 1 year of service.

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

TCOLE Basic Telecommunications Certificate or able to obtain within one (1) year of hire
Valid 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.

How to Apply: Submit a completed City of Hempstead Employment Application (Police and Telecommunicator are the same application) along with additional required documentation to the Hempstead Police Department.

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

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

Applications can be obtained online at hempsteadpdx.com (Under Recruiting Tab), or at the Hempstead Police Department.