

**City of Yoakum
Employment & Promotional Opportunities**

Job Posting No. 215

The City of Yoakum needs a qualified individual to fill the following position. To request an application, please contact:

City Clerk
City of Yoakum
808 Hwy 77A South
Yoakum, TX 77995
Phone #: (361) 293-6321

Final selection for hiring is subject to City Manager's approval. In cases of equally qualified applicants, City employees will be given hiring (promotional) preference.

In order to provide a drug-free work place, the City of Yoakum requires drug testing as part of the pre-placement physical. The City of Yoakum is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, genetic information, religion, age, or disability in employment of the provision of services.

POSITION: TELECOMMUNICATIONS OPERATOR – BASIC, INTERMEDIATE, ADVANCED OR MASTER:

DEPARTMENT: POLICE

ESSENTIAL DUTIES: Receive requests for service and dispatch police, fire/EMS and animal control officer as needed. Maintain a log on calls and dispatches. Operate and maintain communication capabilities with outside agencies through all available means. Process prisoners into and out of jail. Monitor burglar alarms and internal police department security systems. Operate police switchboard and assist with office and clerical work as necessary.

QUALIFICATIONS: **BASIC:** One year dispatching experience preferred. TLETS License will be required after hire. Basic computer skills required.
INTERMEDIATE: Qualifications as stated above; one year dispatching experience and TLETS Intermediate License.
ADVANCED: Qualifications as stated above; two years dispatching experience and TLETS Advanced License.
MASTER: Qualifications as stated above; three years dispatching experience and TLETS Master License.

PHYSICAL REQUIREMENTS: Fingers, hands, and arms dexterity; eye-hand coordination; good hearing and vision; ability to lift office materials, boxes, and supplies; ability to sit long hours, stand, stoop, bend, squat, and walk as associated with an office environment

STARTING SALARY: **Basic:** \$12.87/hour
Based on Qualifications **Intermediate:** \$13.18/hour
Advanced: \$13.41/hour
Master: \$14.03 - \$21.71/hour BOQ

**CLOSING DATE FOR
RECEIPT OF APPLICATIONS: OPEN UNTIL FILLED**

Notice Posted: Tuesday, April 24, 2018 at 2:00 p.m.
Notice Updated: Wednesday, Oct. 10, 2018 at 2:30 p.m.