

## **Public Safety Dispatcher for City of Whitesboro, Texas**

### **Description:**

Performs a variety of dispatch duties on behalf of Whitesboro Police Department; Answers 911 calls as well as non-emergency calls; receives, prioritizes and dispatches Police/EMS/Fire calls and on call city services after hours; Monitor radio traffic; documents all calls received and dispatched; operates various telecommunications equipment, software programs; performs other duties as assigned. Applicant must have excellent customer service skills as well as be able to stay calm and calm others in a stressful situation; must be clear thinking and have clear understandable speaking skills. Multi-tasking is very important.

### **Requirements:**

Valid Driver's License

Have a High School diploma or GED

Pass a physical exam, drug screening test, psychological exam

Must be able to work all shifts, all weekends and all holidays

**Full time position, 40 hours per week**

**Application may be picked up at Whitesboro Police Department**

113 W. Main St. Whitesboro, Texas

Thank you,

Teresa Niño  
City Secretary