



Everman Police Department

Communications Division

404 W. Enon, Everman, Texas, 76140

817-293-2923



CRAIG W. SPENCER
Chief of Police
BEVERLY PATTON
Communications Supervisor

"See It, Hear It, Report It"

Job Opportunity Notice

Communication Specialist Part-Time

Under the general direction of the Communications Supervisor, the purpose of this position is to ensure the safety of the public and employees by quickly and accurately handling emergency calls. This requires someone who is able to perform under stressful conditions. A Communications Specialist is a resource. They will receive emergency and non-emergency calls, dispatch appropriate response units, monitor radio traffic, monitor the jail, filing and data entry.

OPEN DATE: May 19, 2021

SALARY: \$20.00/HR

MINIMUM REQUIREMENTS:

- Must be at least 18 years of age or older
- Must have a valid Texas driver's license
- Must be a US Citizen
- Must have a High School diploma or equivalent

PREFERRED SKILLS:

- Bilingual skills are strongly desired
- 1-year prior dispatch experience
- College degree



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SPECIAL REQUIREMENTS:

- Must not have any prior felony convictions
- Must be willing to undergo an extensive background check
- Must submit to and pass a pre-employment drug screening and psychological exam
- Must be of good moral character and display emotional control
- Must be able to hold a flexible schedule including but not limited to; Days, Nights, Weekends, and Holidays

REQUIRED SKILLS AND ABILITIES:

SKILLS:

- Basic computer knowledge and experience using Microsoft Office or a similar word processing program, as well as, e-mail and the internet
- Basic to intermediate typing skills
- Communicate clearly and concisely, both orally and in writing
- Inputting and extracting data without error

ABILITIES:

- Ability to multi-task
- Ability to follow instruction, safety practices, and standard operating procedures in performing assignments
- Ability to sit for long periods of time
- Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type
- Ability to make quick decisions while following established procedures
- Ability to work as a team and willingness to assist coworkers when needed
- Ability to conduct conforming to a set of values and accepted standards