



# *Cypress-Fairbanks Independent School District*

*An Equal Opportunity Employer*

# EMPLOYMENT OPPORTUNITY

## POLICE TELECOMMUNICATOR

**PREFERENCE WILL BE GIVEN TO DISTRICT EMPLOYEES**

### **QUALIFICATIONS:**

1. Must have a high school diploma or GED equivalent.
2. Must have security clearance and CCH check for assessing security-alarm passcard data.
3. Must have working knowledge of radio communications.
4. TCLEOSE Telecommunicator Certification required.
5. Must be proficient in verbal and written communication.
6. Must possess a current and valid Class C Texas driver's license with an acceptable driving record as determined by the Texas Department of Public Safety, and meet all requirements for other safety-sensitive positions.
7. Must be able to work shift-work, holidays, and weekends.
8. Must have working knowledge of computers.
9. Must be able to act and react with professional poise and effectiveness in stressful and/or emergency situations.
10. Must have command of English language and be able to communicate clearly over the telephone and radio.
11. Must have a high level of customer service skills.
12. Physical requirements: sitting, standing, walking, bending and computer keyboard activity.
13. Must maintain confidentiality of information, data and records.
14. Experience with Computer Aided Dispatch (CAD) preferred.
15. Experience with operation of CCTV systems preferred.

**LENGTH OF EMPLOYMENT:** Part-Time and Full-Time (260 Day) positions available

**SALARY:** HS 64: \$15.75 - \$18.59 per hour (based on verifiable experience)

### **ESSENTIAL FUNCTIONS:**

1. Operate digital two-way radio and telecommunications system;
2. Operate TLETS, TCIC/NCIC systems;
3. Issue district vehicles to employees;
4. Operate Police Department's computer records management system (CAD and RMS);
5. Operate fire and burglar alarm monitoring system;
6. Operate video monitoring systems;
7. Be first point of contact for public after hours at Police Department;
8. Perform other duties as assigned.

### **OTHER APPLICANTS MAY CONTACT:**

Katherine Autry, Assistant Director  
Support Staff, Human Resources  
10300 Jones Road, Suite 229  
Houston, TX 77065  
Phone: 281-807-8650  
Email: [katherine.autry@cfisd.net](mailto:katherine.autry@cfisd.net)  
[Apply Online](#)  
**Applicant Type: Support**

**DEADLINE TO APPLY:**

**DATE or Until Filled**