

**Employment Opportunity  
Leander Police Department  
9-1-1 Police Dispatcher I**

**General Duties**

This is a full-time, shift position, in the police communications with day-to-day telecommunications responsibilities. This job requires multi-tasking in essential duties that include answering 911 emergency calls, non-emergency telephone calls, computer record keeping, dispatching calls to officers, and entering and retrieving information using local, state and national crime databases.

**Minimum Qualifications**

Applicants must be at least 18 years of age, and have a valid Texas Driver's License. The position requires a high school diploma or equivalent. Applicants must provide a Texas Workforce Commission (TWC) typing test with a minimum 35 wpm at the time of application. A criminal conviction of Class A misdemeanor or higher is cause for disqualification. A criminal conviction of class B misdemeanor may be cause for disqualification.

**Selection Process**

Candidates must submit a Leander Police Department job application by the end of business on October 23,2013. After acceptance of the written application, a personal history statement will be provided and will be due 14 days from receipt. Applicants meeting all minimum qualifications will be required to complete a written aptitude test on [November 2, 2013](#) at 8 am. Candidates passing the written exam must also pass an oral board. The oral boards will be [held in 30 minute increments, immediately following the written exam](#) on November 2, 2013. The top candidates must then pass a criminal background investigation. Top candidates after the oral board and background will then sit for an interview with the chief or his designee. Passing candidates will be placed on an eligibility list for conditional job offers. The personal history statement requires items such as certified birth certificate; copy of diplomas or GED; certified transcripts; copy of military discharge; credit report (dated within the allowed preparation period); court orders (as appropriate) such as: divorce, legal separation, name change, adoption, and bankruptcy. Documents will not be returned.

**Training after Hiring**

A basic telecommunications operator certificate must be completed after first 6 months but before one year.

**Policy on Reapplication**

Applicants may reapply for posted positions any time after the completion of the selection process unless specifically notified in writing at the end of the selection process. A new application must be submitted at that time. If disqualified, applicants will be notified of the specific reason for the disqualification.

**Salary**

The annual salary is \$35,052.00 plus benefits.

**Contact Information**

Only the Leander Police Department application will be accepted, no city applications will be accepted. Applications can be found on-line at [www.leanderpd.com](http://www.leanderpd.com) or at the Police Department, 705

Leander Drive, Leander, TX 78641. Please forward applications by mail to Shelley Willis. Application deadline is [October 23, 2013](#) at 5 PM. EOE.