



JOB DESCRIPTION

Job Title Police Dispatcher		Evaluation Type Dispatcher	Department Police Services
Pay Grade PS3	FLSA Exempt	Date Revised August 2024	Supervisor Chief of Police

Duty Days:

40 Hours weekly

Qualifications:

- TCOLE certified preferred, but will provide training to become certified
- Must pass psychological exam
- Must pass a drug dependency examination.
- Must be of good moral character and comply with all ethical and statutory requirements.
- Must pass full criminal background investigation

Duties include but are not limited to the following:

- Follows all Klein I.S.D. and Police Department policies and procedures.
- Responsible for all duties as assigned by supervisors
- Must always be available to assist field units and dispatch incoming calls.
- Monitor the district's alarm systems and camera system, including problem solving.
- Monitor the computerized 9-1-1 system.
- Monitor district elevators via emergency phone line.
- Shall maintain accurate log of officers', campus guards and parking lot monitors' activities and incoming calls through entry into EFORCE - the computer aided dispatch program, utilizing several lists of memorized codes.
- Utilize Klein I.S.D. email, Internet, Skyward and CAD systems.
- Assist in maintaining and recording information through use of the Computer Aided Dispatch system.
- Maintain self-control during stressful situations.
- Handle multiple tasks simultaneously in a detail-oriented fashion.
- Will make quick and accurate decisions that may include life-threatening situations.
- Must be available for 24/7 shift work, including overnight shifts, weekends and holidays.
- Will be responsible for assuring that all departmental policies and procedures are followed on their assigned shifts.
- Hold government certificates for Texas Telecommunicator (allowing access to the TLETS computer system- TX Law Enforcement Telecommunications System), Harris County J-Web, and Southeast Texas Criminal Information Center System, and when necessary for police business, perform operations on the above systems.
- Biennially pass a test administered by the Texas Department of Public Safety to maintain full-access State of Texas Telecommunicator Certificate.
- Perform all necessary clerical duties associated with the job of police dispatcher.
- Will perform duties as assigned by the Chief of Police or their designee.
- Will report directly to the Chief of Police or their designee.

Work Conditions:

- Maintain emotional control under stress.
- Occasional prolonged and irregular hours.
- Work with frequent interruptions.
- Continual sitting.

A select number of applicants will be invited for an interview. Only people with the above credentials and background will be considered.

Both In-district and Out-of-district applicants should submit an application, and upload resume and copies of educational credentials and certifications through our online application process.

The Klein Independent School District does not discriminate based on age, color, disability, national origin, race, religion, or sex in the educational programs or activities which it operates and is an equal opportunity employer.