



SMU | Department of Human Resources



Career Opportunities Southern Methodist University

COMMUNICATIONS OFFICER (PUBLIC SAFETY DISPATCHER/911 OPERATOR)

www.smu.jobs

Job ID# 1268

Police Department

In hire rate: \$12.50 - \$13.47 an hour.

This is a routine clerical and police communications work.

Primary responsibilities include, but are not limited to:

transmitting and receiving information via police radio system, monitoring fire and intrusion alarm systems for the entire campus; dispatching police, fire, and EMS during emergency situations; collecting and recording of money for impounded vehicles, receiving complaints and questions, preparing reports, operating computer, and maintaining files.

Requirements:

A high school diploma or equivalent is required. A minimum of one-year work experience in a customer service environment is required.

Candidates must demonstrate strong verbal communication skills, with the ability to speak clearly and communicate effectively in any situation. Must also demonstrate strong decision making and problem solving ability.

Candidates must demonstrate ability to control stressful situations in a calm and concise manner. Must also possess the ability to multi-task. Candidates must demonstrate the ability to understand and carry out oral and written communications. Must also possess the ability to make routine arithmetical computations quickly and accurately.

Candidates must pass background check and psychological exam equal to the peace officer standard.

Must also be able to work all shifts: 7am-3 pm, 3pm - 11pm, 11pm-7am, as assigned. Knowledge of standard police practices is preferred, but not required. Previous public safety dispatcher experience is a plus.

The position is open until filled. Please visit www.smu.jobs to apply.

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