

COMMUNICATIONS OFFICER / PUBLIC SAFETY SPECIALIST III

The UNT Police Department, Parking Services, and Transportation Services units comprise the three divisions of the UNT Police, Parking & Transportation department. The Communications Division houses a fully functional Communications Center with state-of-the-art radio and computer equipment. For more information about UNT Police, Parking, and Transportation go to www.unt.edu/police.

The Communications Officer (CO) serves as the hub of the UNT Police, Parking, and Transportation Department. The Communications Officer position is responsible for receiving requests from Denton and Dallas campuses for Police, Fire, EMS, Parking Enforcement, and Transportation services. The CO processes service requests by determining their type and priority, initiating an appropriate response, and maintaining pertinent records. The CO fulfills their duties primarily by utilizing telephone/radio communications, the Priority Dispatch EMD Protocol system, Computer Aided Dispatch (CAD) / Mapping/ Records Management System (RMS) Software, the Texas Law Enforcement Telecommunications System (TLETS), and several other software programs. Following initial hire, the CO must successfully complete the following:

- * 16 week field training program
- * Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) Basic Telecommunicator course
- * DENCO Area 911 Life on the Line and Hearing Impaired Callers course
- * Priority Dispatch Emergency Medical Dispatch course
- * TLETS Operator course
- * Texas Crime Information Center (TCIC) Operator Course

The successful candidate must possess the following skill set:

- * High school graduate or possess the GED equivalent
- * Be of good moral character
- * Demonstrate the ability to work in high stress situations and multi-task
- * Ability to communicate in a clear and concise manner
- * Possess the ability to hear audio equipment effectively
- * Proficient in computer keyboarding and writing skills
- * Ability to sit stationary for long periods of time, speak with a clear and distinct voice, and legible handwriting.

Applicant must have not been convicted of a family violence offense or any offense Class A or above. Applicant cannot have been convicted of a Class B Misdemeanor within the past ten years. Must have received an Honorable Discharge from military service, if applicable. Applicants will be subjected to a complete background investigation to include fingerprint check.

Preferred Qualifications: Current TCLEOSE, EMD, TLETS, and/or TCIC certifications and Prior Public Safety Communications experience preferred.

Special Instructions to Applicants:

PLEASE VISIT THE UNT POLICE WEBSITE AT

<http://www.unt.edu/police/Employment.html>

FOR FURTHER INSTRUCTIONS AND TO DOWNLOAD A PERSONAL HISTORY STATEMENT.

**** APPLICATIONS WILL BE ACCEPTED UNTIL A QUALIFIED POOL OF APPLICANTS IS IDENTIFIED.****

Job Open Date: 10-13-2009 Pay Rate: \$2,544.59 monthly

Application Website: <http://jobs.unt.edu>