



**THE CITY OF FOREST HILL POLICE DEPARTMENT HAS THE FOLLOWING JOB OPPORTUNITY**

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**Job Title: Communications Officer**

**Salary: \$16.55 per hour**

**Job Type: Public Safety Dispatcher/Full Time**

**Closing Date: Open until filled**

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Candidates interested in applying for the position of Communications Officer/Dispatcher should complete an application from the Forest Hill Police Department Recruiting Divisions, 3336 Horton Road, Forest Hill, TX 76119 or from the Human Resource Office, 3219 California Parkway, Forest Hill, TX 76119. Applications can also be obtained by going to <http://www.foresthilltx.org/cityservices/employmentindex.html>. Applicants must meet all minimum qualifications in order to be eligible for employment.

**Requirements**

**TCOLE Telecommunication License** preferred but not required; must be a U.S. Citizen; ability to act quickly and calmly under emergency conditions; ability to work various shifts, weekends and holidays; physical ability to sit for long periods of time; ability to effectively answer multiple phone lines, operate radio equipment, dispatch police, fire and public works calls and perform various administrative tasks.

Minimum age requirement: 18 years of age.

Education: Must have a high school diploma or equivalent.

Candidates will be expected to participate in and pass a thorough background investigation, oral board examination and an interview with the Chief of Police. Candidates will also be expected to pass a medical examination including drug screening, a psychological test and polygraph examination.