



Job Announcement

October 1, 2018

The City of Live Oak is currently accepting applications for the position described below.

The City of Live is an Equal Opportunity/Affirmative Action Employer.

Job Title:

Telecommunications Officer

General Statement of Duties:

The purpose of this position is to provide front line contact for citizens needing emergency and non-emergency services. This is accomplished by screening incoming calls, transferring calls when necessary, and speaking with public safety personnel.

Essential Functions:

Routes calls by answering both emergency and non-emergency calls; organizing vital information in order to enter a call for service; gathering the appropriate information to ensure the safety of officers and civilians; and transferring calls to other agencies or departments.

Monitors and runs the front desk by answering administrative telephone lines; notifying the proper agency or department of service calls; fielding calls regarding traffic and other general information; and monitoring or distributing faxes.

Required Experience and Training:

High school graduate, or its equivalent, under and including one year experience of related experience (directly related business or technical school training may be substituted equally for experience; special law enforcement telecommunications training desirable but not required); *or* any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Required Certificates and Licenses:

Basic Telecommunications Certificate required (or obtained within one year from date of employment) from the Texas Commission on Law Enforcement (TCOLE) and Valid Driver's License.

Starting Salary:

\$31,022.15 annually - Step increase after successful six month probation.

Benefits:

Health, Dental (DHMO Plan) and Basic Life, LTD & AD&D paid at 100% for employee along with 45% dependent coverage. Voluntary plans Vision, Additional Life/AD&D, STD and FSA. Retirement Plan - Texas Municipal Retirement System (TMRS) The City matches two to one. An employee becomes vested with the City at five years unless eligible for prior year service credit.

Closing Date:

Until filled

Applications and additional information can be found on the city's web site:

<http://www.liveoaktx.net/departments/human-resources/current-job-opportunities>

Applications will be accepted by fax at 210-653-0015, can be emailed to hr@liveoaktx.net, at the address listed below between the hours of 8:00 a.m. and 5:00 p.m., on the official application form. Applications and additional information is available at * www.liveoaktx.net/departments/human-resources/current-job-opportunities * or by contacting: City of Live Oak Human Resources * 8001 Shin Oak Drive * Live Oak, TX 78233 * 210-653-9140*

** This job description does not take into account potential reasonable accommodations for the purpose of compliance with the Americans with Disability Act (ADA).*