



Thank you for your interest in the position of
Telecommunicator 911 Operator
City of Levelland Police Department

Enclosed in this packet you will find:

- Job description
- Employment Application
- Personal History Statement
- Applicant Notification / Release of Information Form
- Affirmative Action Form

To be considered for this position, **complete and return** the Application packet to include our Application of Employment, Personal History Statement, Applicant Notification / Release of Information Form, Affirmative Action Form, and resume should you choose to include.

The Affirmative Action Form is voluntary and will not adversely affect any consideration you may receive for employment. Leave it blank if you do not wish to provide that information.

The City of Levelland is a drug-free workplace and any candidate for the City position is required to pass a drug test before an offer of employment can be made. A physical exam, psychological exam, driving records check and background check are also conducted before an offer of employment can be made. Any offer of employment is contingent on results from medical tests and background checks.

This position will remain open until it is filled.

Applications are screened by the Levelland Police Department and then forwarded to the appropriate supervisor for their review and consideration. All questions/inquiries regarding the status of your application should be directed to the Recruiting Officer Rick Wooton or a Captain.

If you have any questions regarding this packet, please refer them to Recruiting Officer Rick Wooton or a Captain at 806-894-6164.

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**PLEASE REMOVE AND KEEP THIS MEMO AND
THE JOB DESCRIPTION FOR YOUR RECORDS**

**RETURN YOUR COMPLETED APPLICATION,
AFFIRMATIVE ACTION FORM AND RELEASE OF
INFORMATION FORM (IF REQUESTED) TO THE
MAILBOX IN THE LOBBY OF CITY HALL or MAIL
TO US AS FOLLOWS:**

**City of Levelland
Attn.: Human Resources
PO Box 1010
Levelland, TX 79336**

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Class Title: Emergency Dispatcher

BRIEF DESCRIPTION:

The purpose of this position is to respond to complaints and emergency situations by dispatching emergency personnel. This is accomplished by providing radio and telephone communications for the City and other surrounding communities, receiving emergency calls or complaints and dispatching officers from the appropriate agency. Other duties may include maintaining data for municipal, county, and federal courts, monitoring alarms, providing office support and interfacing with other City employees and citizens. This position does not provide direction to other employees.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Sedentary	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Responds to public complaints and emergency situations, both for Levelland and surrounding towns, by receiving emergency calls or complaints, identifying problems, gathering required information, locating the appropriate responding agency, dispatching information, and units from all agencies, requesting information from officers, maintaining radio traffic to keep units aware of situations in need, transmitting response, logging calls and monitoring operation status of systems.
2	S	Provides assistance to residents and visitors by communicating and relaying messages and information and interacting with citizens on a regular basis.
3	S	Maintains data and paperwork for municipal, county, and federal courts by entering information such as warrants, criminal history, DUI checks and protective orders into the computer and completing overall work-up for the operating data terminal.
4	S	Monitors alarms by dispatching personnel and conducting tests of sirens.
5	S	Provides office support by cleaning Dictaphones, changing tapes and keeping times for 911 telephones, Dictaphones and radio.

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Over one year up to and including two years.
Certification and Other Requirements	Valid Texas Driver's License, Certified Telecommunications Operator
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Basic - Ability to perform the four basic arithmetic operations. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Managerial	Receives directions: The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results with some directions when making selections among a few, easily identifiable choices. Assignment is reviewed upon completion.
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	No responsibility for the direction or supervision of others.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Decisions regarding establishment of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R=Rarely Less than 1 hour per week	N = Never Never occurs.
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY	DESCRIPTION
Standing	O	To file
Sitting	C	At workstation
Walking	R	To and from files and office equipment
Lifting	R	Files, books, supplies
Carrying	R	Files, books, supplies
Pushing/Pulling	O	File drawers
Reaching	F	For the telephone
Handling	C	Paperwork
Fine Dexterity	C	To use computer keyboard
Kneeling	R	To file in lower drawers
Crouching	N	
Crawling	N	
Bending	R	To get books and supplies on lower shelves
Twisting	F	Around workstation
Climbing	R	Stairs
Balancing	N	
Vision	C	To read
Hearing	C	Communicating over the telephone and radio
Talking	C	Communicating over the telephone and radio
Foot Controls	O	When operating radio
Other (Specify)	N	

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Telephone headset, fax machine, radios, paging system, Dictaphone, TDD machine, Emergency Defense System, computer, and related software

ENVIRONMENTAL FACTORS:

D=Daily	W=Several Times Per Week	M=Several Times Per Month	S=Seasonally	N=Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	N	Respiratory Hazards	M	Office Environment	X
Chemical Hazards	N	Extreme Temperatures	N	Warehouse	
Electrical Hazards	N	Noise and Vibration	D	Shop	
Fire Hazards	N	Wetness/Humidity	M	Vehicle	
Explosives	N	Physical Hazards	S	Outdoors	
Communicable Diseases	N			Other (see 2 below)	
Physical Danger or Abuse	N				
Other (see 1 below)					

(1) N/A

(2) N/A

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C=Continuously 2/3 or more of the time	F=Frequently From 1/3 to 2/3 of the time	O=Occasionally Up to 1/3 of the time	R=Rarely Less than 1 hour per week	N=Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressure	C
Emergency Situation	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	C
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other	N

(3) N/A

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Application For Employment
1709 Ave. H. PO Box 1010 Levelland, Texas 79336
Phone 806-894-0113 Fax 806-894-0119

Important: Read carefully and sign this application. Answer every question concisely but completely. Incomplete applications will not be considered.

Telecommunicator 911 Operator
POSITION DESIRED DATE

NAME _____
(Last Name) (First Name) (Middle)

Mailing Address _____
Number Street or Avenue City State Zip
Telephone No: Home () Cell () E-Mail @ _____

Do you have any relatives employed by the City of Levelland? Yes No
Department: _____ Their Name(s): _____
Relationship _____

Have you been interviewed by the City previously? Yes No
When _____ What Position? _____ By Whom? _____

Check all types of work you will accept: Full Time Seasonal/Temporary Part Time
When will you be able to report for work? _____ Minimum salary requirement _____

Are you a U.S. Citizen? : Yes No
If not, provide alien registration number: _____

Have you ever been convicted of a felony: Yes No
Prior to employment, applicant will be investigated as to convictions for prior criminal offenses. A prior conviction will not automatically disqualify an applicant for employment and will be considered only as is related to the job applied for. Details (charges, penalties, where, when currently on parole, probated sentence) are requested.

Are you able to perform the essential functions of the job? Yes No
If no, which essential functions will you be able to perform? _____

What reasonable accommodations would help you to perform the essential functions? _____

High School or GED _____
 School _____ City/State _____ Last Grade Completed _____

College/University: _____
 Location _____ Sem. Hours _____ Major _____ Minor _____ Type of Degree _____

Special Skills and Qualifications - Summarize special skills and qualifications acquired from employment or other experience. Also, if applicable, indicate number of people you have supervised.

EMPLOYMENT RECORD - Start with your present or most recent job, include military service assignments and volunteer activities. Exclude organizations names which indicate race, color, religion, sex, national origin, or disability. Must include full and complete employment history for last 15 years as applicable. Explain breaks in employment, including unemployment benefits. Attach additional pages if necessary. This section must be fully completed despite the possible enclosure of a resumé.

May we contact your present employer? Yes No

Employer _____	Telephone (_____) _____
Job Title _____	Dates Employed: From _____ To _____
Salary: Starting \$ _____ Final \$ _____	Per <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Year
Supervisor _____	
Worked Performed _____	
Reason for Leaving _____	
Employer _____	Telephone (_____) _____
Job Title _____	Dates Employed: From _____ To _____
Salary: Starting \$ _____ Final \$ _____	Per <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Year
Supervisor _____	
Worked Performed _____	
Reason for Leaving _____	
Employer _____	Telephone (_____) _____
Job Title _____	Dates Employed: From _____ To _____
Salary: Starting \$ _____ Final \$ _____	Per <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Year
Supervisor _____	
Worked Performed _____	
Reason for Leaving _____	

READ CAREFULLY BEFORE SIGNING

I hereby certify that the statements made, and answers given by me to the foregoing and following questions are true and correct and that there are no omissions of any kind whatsoever. I agree that any evasion, untruthful statement, answer, or omission shall be sufficient cause for discharge at any time. I agree to submit to the physical examination during the required drug screen, whenever requested by the City of Levelland, by medical professional(s) designated by the City, either prior to or during the course of employment, subject to the requirements of the ADA. I hereby release all medical professionals, elected officials, and City of Levelland management from all liability claims and damages in connection to furnishing any information to the City of Levelland. I hereby request and authorize the companies or persons shown under "Employment Record" or other interested parties not necessarily named in the foregoing application to furnish the City of Levelland and information regarding my employment by them together with any information they may have regarding me, including motor vehicle records, military records, financial status, criminal records, and general reputation, and I hereby release such companies or persons, the City of Levelland, its management and elected officials from all liability, claims, and damages in connection with the furnishing of such information. I further acknowledge that my employment may be terminated, and any offer of employment, if such is made, may be withdrawn with or without cause, at the option of the City or myself. I further acknowledge that the foregoing completed application form does not in any way constitute a contract of employment.

Signature of Applicant

Date



AFFIRMATIVE ACTION FORM
Emergency Dispatcher

Government agencies require reports on status of applicants. This data is for analysis and affirmative action only. Submission is voluntary. Failure to supply this information will not jeopardize or adversely affect any consideration you may receive for employment or later advancement in employment.

Sex: Male Female

Race/ethnicity:

Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White (Not Hispanic or Latino) – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American (Not Hispanic or Latino) – A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Asian (Not Hispanic or Latino) – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaska Native (Not Hispanic or Latino) – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Two or More Races (Not Hispanic or Latino) – All persons who identify with more than one of the above five races.

Veteran: Non-veteran

Please identify where you learned about an employment opportunity with this organization.

- Newspaper ad Tech school/college placement Employee referral
 Temporary service Recruiter State employment service
 Other _____