


# CITY OF BONHAM JOB POSTINGS

## *Equal Opportunity Employer*

Persons with disabilities are encouraged to request assistance during the application process.  
Please call the Human Resources Department 903-583-7555 ext. 101 to request the assistance.

	<p><b>Date Posted: 04/27/2022</b>  <b>Closing Date: Open Until Filled</b>  <b>Positions Open: 2</b></p> <p><i><b>Notice:</b> The Bonham Police Department only accepts applications when our Department has advertised a testing date to fill vacancies. The Bonham Police Department does not accept applications at any other time. If you submit a resume without an employment application, you will not be considered for the position nor will you be sent an employment application packet. Applications can be obtained at the Bonham City Hall, Bonham Police Department or online at <a href="http://www.cityofbonham.org">www.cityofbonham.org</a>.</i></p>		
<b>Position:</b>	Communications Officer	<b>Job Status:</b>	Full-Time
<b>Department:</b>	911 Telecommunications/Dispatch	<b>Supervisor:</b>	Chief Mike Bankston
<b>Salary:</b>	\$37,317.28 (annually) / \$16.31 (hourly) to include paid vacation, sick time, personal time, holidays & retirement. Medical, dental, and vision insurance as well as other supplemental insurances available at minimal costs.		
<b>Duties:</b>	<ul style="list-style-type: none"> <li>• Perform radio dispatch duties for police, EMS, and fire units; dispatches other city units after hours and on weekends;</li> <li>• Receives and routes incoming telephone calls;</li> <li>• Monitors fire and burglar alarms;</li> <li>• Sound civil defense sirens as directed from appropriate authority;</li> <li>• Make inquiries, entries, modifications and cancellations into the NCIC/TCIC computer as requested;</li> <li>• Assists as necessary with the collection of fines, fees, and bonds;</li> <li>• Performs recording keeping duties;</li> <li>• Performs other dispatch related duties as required.</li> <li>• Responsible to do periodic checks of prisoners to include feeding and dispensing medications.</li> <li>• Inclusive of the duties listed above, duties will also include that of a 911 operator, and other duties as directed/assigned</li> </ul>		
<b>Education:</b>	<ul style="list-style-type: none"> <li>• Minimum of high school diploma or G.E.D. certificate</li> </ul>		
<b>Requirements:</b>	<ul style="list-style-type: none"> <li>• Must be of good moral character as determined by a thorough background investigation;</li> <li>• Must be able to work twelve hour shifts, weekends, and holidays when assigned;</li> <li>• Must be willing to wear a uniform;</li> <li>• Must demonstrate the ability to exercise good judgement under stressful conditions;</li> <li>• Must have an acceptable "radio voice."</li> <li>• Must be able to read, write, speak, and understand the English language fluently.</li> <li>• Must have the ability to type a minimum of 30 words per minute.</li> <li>• Must have the ability to pass an online typing test, written test, and practical exercise.</li> </ul>		
<b>Overview:</b>	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job: <ul style="list-style-type: none"> <li>• Regularly required to handle or feel objects, tools, or controls with hands and arms;</li> <li>• Ability to speak, listen, taste, and smell.</li> <li>• Regularly required to walk, stand, and sit.</li> <li>• Occasionally required to climb or balance; and stoop, kneel, crouch, or crawl</li> <li>• Occasionally lift and/or move more than 100pounds.</li> <li>• Specific vision abilities include close vision, peripheral vision, depth perception, and the ability to adjust focus.</li> </ul>		

