



Employment Job Listing

The City of Bonham is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital status, veteran status, sexual orientation, or any other legally protected status.

**ALL SUCCESSFUL APPLICANTS ARE REQUIRED TO
UNDERGO A PRE-EMPLOYMENT PHYSICAL AND DRUG
SCREEN**

CURRENTLY ACCEPTING APPLICATIONS FOR:

Communications Officer

Applications and full job description may be obtained at Bonham City Hall, 514 Chestnut St., Bonham TX or online at www.cityofbonham.org. All applications must be returned no later than **3:00 PM, Dec. 20, 2017**. Communications Officer applicants must be at least 18 years of age and pass an online typing test, a written test, and practical exercise test. Must be able to type 30 words per minute and computer skills a plus. Starting salary \$25,937.60/Yr. (\$12.47/Hr.) Benefits include uniforms, paid vacations, sick leave, paid holidays, health and life insurance, membership in TMRS, incentive pay for education and certification levels, and a good working environment. For further information visit www.cityofbonham.org. The City of Bonham is an Equal Opportunity Employer.

JOB TITLE: COMMUNICATIONS OFFICER

POSITION SUMMARY:

Receives and relays to proper authority requests for police, fire, ambulance, and other emergency or non-emergency services.

TYPICAL DUTIES:

Perform radio dispatch duties for police, EMS, and fire units; dispatches other city units after hours and on weekends; receives and routes incoming telephone calls; monitors fire and burglar alarms; sound civil defense sirens as directed from appropriate authority; makes inquiries, entries, modifications and cancellations into the NCIC/TCIC computer as requested; assists as necessary with the collection of fines, fees, and bonds; performs recording keeping duties; performs other dispatch related duties as required. The Dispatcher is responsible to do periodic checks of prisoners to include feeding and dispensing medications. Inclusive of the duties listed above, the dispatcher will also include the duty as the 911 operator. And other duties as directed.

EDUCATION:

Requires high school diploma or G.E.D. certificate with the ability to type 30 wpm.

EXPERIENCE:

Must be trainable to operate communications equipment under emergency and stress conditions.

CRITICAL REQUIREMENTS:

Must be of good moral character as determined by a thorough background investigation; must be able to work shifts; must be willing to wear a uniform; must demonstrate the ability to exercise good judgement under stressful conditions; must have an acceptable "radio voice." Must be able to read, write, speak, and understand the English language fluently.

PHYSICAL DEMANDS:

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.

1. Regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk or hear; and taste or smell.
2. Regularly required to walk, stand, and sit.
3. Occasionally required to climb or balance; and stoop, kneel, crouch, or crawl.
4. Occasionally lift and/or move more than 100 pounds.
5. Specific vision abilities include close vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

1. Noise level in the work environment is usually moderate.