



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:

Telecommunications Operator

Applications and full job description may be obtained at Bonham City Hall, 514 Chestnut St., Bonham TX or online at www.cityofbonham.org or www.bonhampd.com. All applications must be returned no later than **3:00 PM, March 21, 2018**. Telecommunications Operator 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: TELECOMMUNICATIONS OPERATOR

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.

COMMUNICATIONS OFFICER APPLICANT

INFORMATION SHEET

This will serve as your **OFFICIAL TESTING NOTICE**, You will not be notified by any other means.

The Bonham Police Department is developing an eligibility list for hiring purposes, as such we will initiate the first three (3) steps in the hiring process. Please complete and return the application no later than **3:00 pm on March 21, 2018** to the Human Resources Dept at the Bonham City Hall (514 Chestnut) Bonham TX. **Do not attach any certificates and/or resumé to the application, that information will be collected at a later time in the hiring process.**

The **testing phase** will be conducted on , **March 24, 2018, 8:00 a.m.**, at the Bonham Police Department (301 E. 5th St., Bonham, TX) in the court room. **(note: Test applicants must be in the building and seated in the testing site no later than 8:00 am. If you are late you will not be allowed to take the test.)**

1) **Online Typing Test:** the online typing test **must** be completed by **March 21, 2018 3:00 pm**. A passing score is a minimum of 30 words per minute. To access the online typing test you will need to access the internet through your preferred internet browser and type in the following url: **<http://bonham-pd1.assesstyping.com/>**. This will bring up the login page for the test site. Follow the instructions provided on the webpage to login and take the online typing test. You will be allowed three attempts to obtain a passing score. **(note: If you do not complete and pass the online typing test you will be disqualified and not permitted to participate any further in the testing process.)**

2) **Written Test:** this test is an English language usage test (grammar, spelling, correct order, etc.). A passing score is 70% or better. **An applicant failing to pass this phase will be disqualified and not permitted to participate any further in the testing process.**

3) **Standardized Practical Exercise:** this test is practical exercise using dispatch related tasks which the applicant must successfully complete. A passing score is 70% or better. **An applicant failing to pass this phase will be disqualified and not permitted to participate any further in the hiring process.**

Upon successful completion of the 3 testing phases the applicant will be provide with a personal history statement to be completed, upon which the background investigation will be initiated. Other steps in the hiring process include oral interviews (2), medical employment examination, and drug screening. If you have any questions, **contact Captain Wendell Bockman, at (903)583-2141**, at the Bonham Police Station, 301 E. 5th St., Bonham, TX.

****note: Be prepared to stay 3-6 hours for completion of the entire testing process. The duration of the testing will depend on the number of applicants present.****