

## City of La Feria Job Description

**Job Title:** Communications Officer

**Reports to:** Communications Sergeant, Police Chief

**Job Description:**

Operates communication equipment to receive incoming calls for assistance and dispatches personnel and equipment to scene of emergency: Operates telephone console to receive incoming calls for assistance. Questions caller to determine nature of problem and type and number of personnel and equipment needed, following established guidelines. Scans status charts and computer screen to determine units available. Monitors alarm system signals that indicate location of fire or other emergency. Operates two-way radio to dispatch police, fire, medical, and other personnel and equipment and to relay instructions or information to remove units. Types commands on computer keyboard to update files and maintain logs. Tests communications and alarm equipment and backup systems to ensure serviceability. May provide pre-arrival instructions to caller, utilizing knowledge of emergency medical techniques. May activate alarm system to notify fire stations. Guards prisoners in municipal jail, assuming responsibility for all needs of prisoners during detention, including providing or obtaining medical aid if needed. Performs other duties as assigned.

**Job Specifications:**

High School Graduation, GED, College degree, etc.  
License by National Crime Information Center/Texas Crime  
Information Center (40 hours training)  
Ability to work rotating shifts  
Must maintain the highest level of integrity and professionalism  
Must be bi-lingual in English and Spanish