CITY OF HOUSTON

Job Posting

1	***Applications accepted from:***	**ALL PERSONS INTERESTED**
2	***Job Classification***	**Dispatcher**
3	***Posting Number***	**PN# 107223**
4	***Department***	**Building Services Department**
5	***Division***	**Property Management**
6	***Section***	**Security Management**
7	***Reporting Location***	**611 Walker***
8	***Workdays & Hours***	**M – F, 8 a.m. – 5 p.m.***

***Subject to change**

9 ***DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS***

Performs communication duties including receiving incoming calls, determining call priority and relaying necessary information to field personnel. Answers information-seeking, complaint and distress calls. Determines call priority and dispatches necessary information to appropriate field personnel by way of radio and/or computer communications. Furnishes callers with information and directions. Uses CRT to enter and retrieve information from computer databank. Maintains a daily log of calls, reports and messages. Interprets and follows oral and written instructions. Uses maps and directories to locate and identify field sites. Other duties as assigned. The position is physically comfortable most of the time with occasional periods of stooping, bending and /or light lifting of material of up to 10 pounds.

10 ***WORKING CONDITIONS***

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

11 ***MINIMUM EDUCATIONAL REQUIREMENTS***

Basic knowledge of grammar, spelling, punctuation and simple mathematical functions like percentages, ratios, etc. as might normally be acquired through attainment of a high school diploma or a GED.

12 ***MINIMUM EXPERIENCE REQUIREMENTS***

Six months of experience as a dispatcher, receptionist, typist or other clerical position are required.

13 ***MINIMUM LICENSE REQUIREMENTS***

None

14 ***PREFERENCES***

Preference will be given to applicants with customer service experience and Microsoft Office.

15 ***SELECTION/SKILLS TESTS REQUIRED***

None

16 ***SAFETY IMPACT POSITION*** ☐Yes ☒No

Valid Texas driver's license and compliance with the City of Houston's policy on driving (AP 2-2).

17 ***SALARY INFORMATION***

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range – Pay Grade 8

$667 - $1,098 Biweekly $17,342 - $28,548 Annually

18 ***OPENING DATE*** October 19, 2005

19 ***CLOSING DATE*** October 25, 2005

20 ***APPLICATION PROCEDURES***

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. TDD (Telephone Devise for the Deaf) is (713) 837-9471.**

An equal opportunity employer