



# Marlin Police Department

101 Fortune Street

Marlin, Texas 76661

Phone: 254-883-9255 Fax: 254-803-3556

## CITY OF MARLIN JOB POSTING

DATE: February 20, 2020

JOB TITLE: **Police Communications Officer**

FLSA STATUS: Non-Exempt, Full-Time

CLOSING DATE: Open until filled

**SUMMARY:** Under general police supervision the communication officer answers telephones and radio calls, route calls to the appropriate departments. Enter, update, and retrieve information related to the automated data base. Keeps other records as necessary. Receives emergency calls from the public requesting police services. Works varying schedules and does related work as required

**EXPERIENCE/QUALIFICATIONS:** Qualified Applicants must have and maintain a valid Texas driver license, must have a high school diploma or GED Certification, courses in computer science and clerical subjects are preferred, be TCOLE police communications officer certified, and have the ability to obtain NCIC/TCIC user status. Two-years of progressive experience in related work desired. Must pass an extensive background check, psychological, physical, and drug screening, and must be willing to work shift work. Currently shift work is 8 hr. shifts.

**\*\*Salary is \$12 per hr. plus benefits package, including employer paid health, vision, and life insurance; TMRS retirement (2:1 match ratio); city designated holidays and two (2) personnel days, update training as needed\*\***

### Application Process

You may request an application from the City of Marlin Human Resource Department or Apply Online at [www.marlintx.net](http://www.marlintx.net).

*Submit All Applications & Resumes to the Human Resource Department.*

101 Fortune Street, Marlin, Texas 76661, or call (254) 883-1450.

[citysecretary@marlintx.net](mailto:citysecretary@marlintx.net)

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*“Protecting the ones, you love”*