

District Police, Dispatcher
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=260590>

Downloaded On: Aug. 5, 2025 5:42pm

Posted Aug. 4, 2025, set to expire Nov. 29, 2025

Job Title District Police, Dispatcher
Department Staff
Institution Austin Community College
Austin, Texas

Date Posted Aug. 4, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Public Safety

Apply Online Here <https://apptrkr.com/6437887>

Apply By Email

Job Description

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District Police, Dispatcher

Austin Community College

Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

Austin Community College employees are required to maintain a domicile in the State of Texas while working for the college and throughout the duration of employment. -[AR 4.0300.01](#)

[If you are a current Austin Community College employee, please click this link to apply through your Workday account](#)

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

Job Posting Title:

District Police, Dispatcher

Job Description Summary:

Under general supervision, receives emergency and non-emergency calls for police service. Dispatches patrol officers to calls for service and enters accurate and concise data into the Computer Aided Dispatch System. Coordinates with external emergency services when needed for augmented response.

Job Description:

Description of Duties and Tasks

- 1) Dispatches patrol officers situations requiring police response.
- 2) Answers telephone calls made to emergency and non-emergency phone lines to determine if the call requires Police, Fire, EMS, or other agency response.

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- 3) Communicates with officers via police radio. Assists in maintaining 24/7 communications operations.
- 4) Enters, obtains and relays information from the Texas Law Enforcement Telecommunications System.
- 5) Monitors fire and security alarms for all campuses.
- 6) Monitors video surveillance cameras for all campuses.
- 7) Enters data and citations, maintains daily logs, and files incident reports.
- 8) Assists Police Chief, supervisors, officers, and other law enforcement agencies via computer or telephone with receiving and relaying information.
- 9) Assists in emergency phone and panic alarm testing.
- 10) May enter maintenance and technical support work orders, pick up, sort and distribute department mail.

Knowledge

- Radio communication practices and protocols.
- Knowledge of college's and college Police Department policies, procedures, and standard operating practices.
- Knowledge of the operations of an emergency communications center.

Skills

- Maintaining an established work schedule, which may include days, evenings, nights, and weekends.
- Maintaining confidentiality of work-related information and materials.
- Effectively using interpersonal and communications skills, including tact and diplomacy.
- Effectively using organizational, planning, and problem-solving skills.
- Effectively interpreting laws and regulations, making decisions, maintaining composure, and working effectively under stressful conditions and emergency situations.
- Interacting with people of different social, economic, and ethnic backgrounds.
- Operating telephones, radios, computers, alpha-numeric pager and other office equipment.
- Following and effectively communicating verbal and written instructions.
- Establishing and maintaining effective working relationships.
- Effectively multi-tasking.

Technology Skills

- Use a variety of spreadsheet, word processing, database, and presentation software.
- Operates various computer systems to include Computer Aided Dispatch, Texas Law

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Enforcement Telecommunications System, Genetec-Security Desk System, CCure Access Control System, Cisco Emergency Responder, Phoenix Fire and Security System, etc.

- Operates multi-channel trunked radio system covering multiple counties.
- Operates police radio system in accordance with FCC Rules & Regulations.

Required Work Experience

No work experience is required.

Preferred Work Experience

One year work experience in public safety dispatch telecommunications or equivalent work experience and training that provides the required knowledge and skills.

Required Education

High school diploma or educational equivalent.

Preferred Education

Hold a Telecommunications Operator License issued by the Texas Commission on Law Enforcement.

Special Requirements

- Either already have a Telecommunications Operator License issued by the Texas Commission on Law Enforcement or be able to meet the temporary licensing requirements, satisfactorily complete the required course, and obtain a Telecommunications Operator License within the first year of employment.
- Be able to satisfactorily complete other required Department of Public Safety training and coursework within six months of employment.
- Be able to successfully pass 12 week Communications Training Program.
- Dispatchers must complete 20 hours of training each 2 year unit as required by the Texas Commission on Law Enforcement.
- Dispatchers must complete TDD/TTY training every 6 months.
- District Police dispatchers must be able to work any of three shifts covering twenty-four hours a day, seven days a week. Shifts are subject to change on short notice; dispatchers must be available for recall in emergency situations.
- Ability to successfully complete criminal background check, drug screen, and psychological and

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physical examinations prior to employment. Past supervisors may be interviewed for a reference.

Physical Requirements

- Work is performed in a standard office environment.
- Subject to standing, walking, sitting, bending, reaching, pushing, pulling, vision, hearing, talking, use of headset and foot controls.
- Frequent repetitive motion, such as typing, data entry and extended vision of monitors.
- Occasional lifting of objects up to 10 pounds.

Safety

Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.

Salary Range

\$56,919 - \$71,148

Number of Openings:

2

Job Posting Close Date:

August 7, 2025

Clery Act

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be

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required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Austin-Community-College/District-Police--Dispatcher_R-7398

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Staff
Austin Community College

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