



McAllen Police Department

MEDIA RELEASE

For Immediate Release

MR: 05172022 01

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McAllen Police Hiring

McAllen Police is looking to hire motivated individuals who desire a career in public safety and want to make a difference in their community. Positions available are Emergency Communication Specialist, Animal Control Specialist, Community Service Specialist, and Senior Administrative Clerk.

Individuals looking for an opportunity to earn a competitive salary with benefits and are able to perform at a professional level apply at the City of McAllen website:

<http://www.mcallen.net/departments/hr/job-opportunities>

Emergency Communication Specialist

Job Description:

- Emergency Communications Specialists (ECS) receives emergency and non-emergency calls for information and assistance via the telephone radio and tele-type.

Requirements:

- High school diploma or GED
- Current Valid Texas Class C driver's license
- Ability to understand and speak both English and Spanish
- Ability to distinguish colors
- Must successfully pass the state required tele-communication course within 12 months of employment

Animal Control Specialist

Job Description:

- Animal Control Specialist enforces City Ordinances and state laws regarding animal violations, the licensing, impounding, and treatment of animals

Requirements:

- High school diploma or GED
- Current Valid Texas Class C driver's license
- Must be able to obtain Basic Certification as an Animal Control Officer from Texas Health Department within one (1) year of employment.

Community Service Specialist

Job Description:

- Community Service Specialist (CSS) is a non-sworn employee who performs a variety of routine, non-hazardous work at the Police Department and in the field, provides and acquires information, makes reports, performs crime prevention duties, issuance of police supplies and auxiliary police duties.

Requirements:

- High school diploma or GED
- Current Valid Texas Class C driver's license
- Must be able to type a minimum of 20 words a minute with minimal error
- Must be able to communicate effectively in English

Senior Administrative Clerk

Job Description:

- Senior Admin Clerk performs clerical work which includes entering information into the computer, using keyboard, preparing reports, correspondence and other documents, copying, proofreading, maintaining electronic and manual file systems, answering phones, taking messages, routing calls, providing customer service, operating office equipment and assisting with clerical and administrative functions.

Requirements:

- High school diploma or GED
- Current Valid Texas Class C driver's license
- Must be able to work with various software packages including, Microsoft Office (Word, Excel, Power Point, Microsoft Outlook and other Microsoft Office Tools) and department customized software (i.e. Kronos, HTE, Adobe and/or Laserfiche depending on tasks assigned).
- Must be bilingual and able to communicate effectively in English and Spanish.

**Additional job description and requirements for each position can be found on the City of McAllen website.
<http://www.mcallen.net/departments/hr/job-opportunities>*