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*****Updated September 2014, Supersedes All Other Forms******

Minimum Qualifications

- U. S. Citizen
- 18 years of age
- High School Graduate or GED
- Type 40 net words per minute
- Successfully pass all 5 phases of hiring process
- Pass background check: criminal history, employment and references check
- Meet TCOLE requirements

Hiring Process

Submit to Bell County Communications Center:

- Complete typing test at the Texas Workforce Commission
- Complete Bell County application.
- Complete Bell County Communications Supplemental Packet
 - **All of the above must be completed to proceed in application process**

PHASE I

- Criminal History Background check:
 - No Convictions, Def. Adjudication, Supervision or Probation for Class B in last 10 years.
 - No Convictions, Def. Adjudication, Supervision or Probation for Class A or above.
 - No Convictions of any Family Violence offense
 - Has not had a dishonorable or bad conduct discharge from the Military

PHASE II

- Critical Testing (memory recall, memorization, multitasking, map reading etc)
 - Score ≥ 80 to continue
- Personality Assessment
- Four (4) to Eight (8) hours of observation (sit on a 3-11 shift with a Calltaker and Dispatcher)
- Personal History Statement issued
 - **Must be returned for review to be eligible for Phase III**

PHASE III

- Preliminary Interview, Panel interview, Psychological Evaluation

PHASE IV

- Complete a Physical, Drug Screen, Hearing Assessment and Polygraph Exam

PHASE V

- Final review of all testing/exam results by Director
- Official job offer made based on Final Review
- Employee sign up and employee start dates given
 - **Must provide all required documentation prior to Employee Sign Up**

** Bell County 9-1-1 Communications Center hiring criteria and application process may be changed at any time at the Director's discretion without prior notice.

Bell County 9-1-1 Communications besides offering a rewarding professional career has an excellent benefit package!

Health/Life Plans

- Scott & White Health Insurance Plans
- Optional Colonial Life Insurance
- Dental/Vision Plan
- Prescription Drug Plan

Leave/Holiday

- Two Weeks Paid Vacation after One Year of Employment
- 10-14 Paid Holidays a Year
- Paid Sick Leave (accrued 10 hours a month from date of employment)
- Paid Funeral Leave

Other Incentives

- Paid Training
- Paid Travel Expenses for Continuing Education
- Opportunity for Advancement and Promotion

Salary

All salary is dependent upon previous experience

- Base salary begins at \$12.25 an hour
- Opportunity for 3% merit increases

WWW.TYPINGTEST.COM

The above is a free website that you can use to increase your typing speed before you take your official test at the Texas Workforce Center.

Download an application and supplemental packet

<http://www.bcc911.com>