

EMPLOYMENT NOTICE

WALLER COUNTY SHERIFF'S OFFICE

POSITION: TELECOMMUNICATOR/DISPATCHER (**FULLTIME**)

LOCATION: PRIMARY DUTY LOCATION WILL BE THE WALLER COUNTY SHERIFF'S OFFICE

GENERAL JOB DESCRIPTION: TELECOMMUNICATOR WILL PERFORM DUTIES AS RADIO OPERATOR, ANSWER 911 CALLS AND DISPATCH FOR LAW ENFORCEMENT AND OTHER EMERGENCY SERVICES FOR WALLER COUNTY.

ASSIGNMENT WILL INCLUDE THE FOLLOWING RESPONSIBILITIES:

ANSWER 911 CALLS AND DISPATCH FOR EMERGENCY SERVICES

TELECOMMUNICATOR / RADIO OPERATOR FOR LAW ENFORCEMENT AND EMERGENCY SERVICES

ANSWERS CALLS FOR INCOMING REQUESTS FOR SERVICE

PREPARES CALLS FOR SERVICE REPORTS AND DISPATCH LOGS RELATED TO ALL REQUESTS FOR SERVICE

OTHER DUTIES AS DIRECTED BY THE SHERIFF OR COMMUNICATIONS SUPERVISOR

QUALIFICATIONS:

LICENSED T.C.O.L.E. TELECOMMUNICATOR PREFERRED

MINIMUM OF 1 YEAR EXPERIENCE AS EMERGENCY SERVICES DISPATCH EXPERIENCE

ABILITY TO INTERACT WITH ALL PERSONS AND OFFICIALS WITH A PROFESSIONAL DEMEANOR

ABILITY TO ENTER DATA INTO COMPUTERIZED ASSISTED DISPATCH SYSTEM

VERBAL SKILLS NECESSARY TO COMMUNICATE OVER RADIO AND PHONE SYSTEMS

ABILITY TO WORK A SHIFT SCHEDULE THAT COULD INCLUDE NIGHT SHIFT.

SALARY

SALARY: \$19.65 PER HOUR

APPLICATIONS:

APPLICATIONS WILL BE ACCEPTED BY E-MAIL, FAX OR IN PERSON. APPLICATIONS WILL BE ACCEPTED UNTIL THE POSITION IS FILLED.

SUBMIT APPLICATIONS TO: CRAIG DAVIS
701 CALVIT
HEMPSTEAD, TX 77445
FAX: 979-826-7781
C.DAVIS@WALLERCOUNTY.US

