

# EMPLOYMENT NOTICE

WALLER COUNTY SHERIFF'S OFFICE

POSITION: TELECOMMUNICATOR/DISPATCHER (**PART TIME**)

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 TELECOMMUNICATOR OPERATOR WITH T.C.O.L.E. PREFERRED

MINIMUM OF 1 YEAR EXPERIENCE AS EMERGENCY SERVICES DISPATCHER PREFERRED

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

MUST HAVE THE ABILITY TO WORK A SHIFT SCHEDULE THAT COULD INCLUDE NIGHT SHIFT.

SALARY

SALARY: \$12.00 AN HOUR

APPLICATIONS:

APPLICATIONS MUST BE RECEIVED BY MAIL, FAX OR IN PERSON BY: **OPEN UNTIL FILLED**

SUBMIT APPLICATIONS TO: CHIEF CRAIG DAVIS

701 CALVIT

HEMPSTEAD, TEXAS 77445

**ALL APPLICANTS MAY NOT BE INTERVIEWED**

