



EMPLOYMENT OPPORTUNITY

JOB TITLE: Dispatcher

DEPARTMENT: Sheriff's Office

REPORTS TO: Dispatch Supervisor & Administrative Captain

ANNUAL SALARY: \$39,683.89

APPLICATION PERIOD: December 19, 2019 – until filled

HOURS: Shift work

JOB SUMMARY AND PRINCIPLE DUTIES:

Monitors and responds to incoming calls on assigned telephone or teletype lines and two-way radio frequencies, evaluates and directs calls to appropriate staff and/or agency, dispatches units and relays information pertinent to field operations;

Monitors and responds to emergency 9-1-1 calls, weather and livestock reports, and various assigned security alarm systems;

Performs computer-assisted and manual records checks for other law enforcement agencies on individuals, locations, and vehicles, and verifies warrants or reports of stolen property with the originating officer or agency;

Completes, maintains, and files accurate and appropriate records and logs;

Enters information on in-house and state computer systems;

Collects and maintains emergency 9-1-1 tape records;

Assists public, by phone or in person, with general questions when necessary;

Maintains current knowledge of federal, state and local rules regarding telecommunications operations;

Performs general clerical duties including typing, filing, office maintenance, answering telephones, etc.;

Serves as a Notary Public;

Assist in the training of new employees as requested

QUALIFICATIONS:

High school diploma or successfully obtained a GED;

Possess a valid driver license with acceptable driving record;

Pass a pre-employment physical, drug test, pre-employment polygraph and a comprehensive background check, to include a search of local, state, and U.S. national records and fingerprint files to disclose any criminal record.

Certification as a Telecommunications Operator by the Texas Commission on Law

Enforcement (TCOLE) or able to become a Certified Telecommunications Operator within one year of initial date of hire and certification as a Notary Public

**Contact: Chambers County Sheriff's Office
201 North Court
Anahuac, Texas 77514
(409) 267-2508**

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