

# GRAYSON COUNTY JOB POSTINGS

Equal Opportunity Employer

Persons with disabilities are encouraged to request assistance during the application process. Please call the Human Resources Dept. at 903-813-4091 to request the assistance.

	Date Posted: September 7 <sup>th</sup> , 2018 Closing Date: Open Until Filled Positions Open: 1
Position:	Part-time Telecommunications Operator 29 Hrs. Per Week <span style="float: right;">Law Enforcement</span>
Department	Sheriff's Office
Job Number:	H8090701
Minimum Salary:	\$18.06 Hourly
Duties	Duties fall into three distinct areas: Call taking, Fire & EMS, and Law Enforcement communications. Work involves receiving all incoming calls, dispatching applicable personnel for the Sheriff's Office and other agencies. Enter, retrieve and be able to decipher information from the Texas Crime Information Center (TCIC), National Crime Information Center (NCIC), for all of the law enforcement agencies served. Information taken over the phone is entered into the CAD System and dispatched to these agencies. A variety of local and regional databases are also accessed.
Qualifications:	High school diploma or GED. Prior dispatching experience a plus. Fluency in Spanish a plus. <b>MUST BE ABLE TO Multitask</b> , have a pleasant voice, good phone demeanor and be familiar with the workings of a computer. Filing papers, taking accurate notes when taking a call. Be able to listen to a phone conversation and radio communication at the same time. Be able to follow directions and give accurate directions to deputies in the field from the mapping computer.
Requirements:	<b>MUST APPLY IN PERSON.</b> 21+ years of age. Must successfully pass a background investigation and drug screen. Able to work any shift including nights, weekends, and holidays. Must be a resident of Grayson County or willing to relocate.
Benefits:	County retirement participation with Texas County and District Retirement System.