

Job Posting Details

Job Title/Position	Location	Date Posted	Posting Expires	Job Start Date
Dispatcher/Telecommunicator	Llano, Texas 78643	01/09/2019	Open Until filled	



Position Description, Responsibilities, Requirements and Application Instructions

Position Description:

Dispatcher/Telecommunicator-Salary \$14.66 hourly

The essential duties describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive list of all duties and responsibilities required.

Responsibilities:

- Answer incoming telephone calls including **911** and no-emergency calls for service
- Enter call information and maintain data entry logs in CAD(Computer Aided Dispatch)
- Ability to operate radio console consisting of multiple radio channels and talk groups including wearing radio headset.
- Provide pertinent information and updates to responding units
- Utilize various resources and navigate using multiple different maps
- Maintain professional competency in all aspects of the job
- Work in high stress situations due to call volume and nature of emergency calls while remaining calm and able to focus on the job responsibilities
- Provide exceptional customer service to the public, emergency responders and county employees in person and by phone, radio and computer
- Dispatch appropriate Law Enforcement, Fire and EMS agencies
- Maintain strict confidentiality and security of all information and systems
- Extended periods of sitting, typing, computer work and answering phones
- Must be able to work any shift day or night, including irregular shifts, holidays and weekends
- Attend all mandatory and required training
- Maintain applicable and required certifications and licenses
- Regular attendance

Minimum Requirements:

- High school degree or GED.
- Typing 30 WPM +
- Knowledge of computers and software a plus
- Must be able to multi-task
- No criminal convictions of MISD Class B or higher* (sometimes if a certain amount of time has passed and depending on the offense, a waiver may be obtained)
- Must have or obtain a valid Texas driver's license
- Eligible for and obtain a TCOLE telecommunicator license and County jailer license within one year of employment
- Eligible for and obtain access to TCIC/NCIC/TLETS systems within six months of employment
- Pre-employment testing
- Extensive background investigation will be performed as required by TCOLE

Benefits include paid vacation, sick leave, health insurance and retirement

Position Description, Responsibilities, Requirements and Application Instructions

Application Instructions:

Applications may be picked up in person or requested by email or phone:

2001 N SH 16, Suite A, Llano, Texas 78643

Phone: 325-247-5767

Email: ics@co.llano.tx.us

Llano County is an EOE

