

Position of:
Dispatcher / Telecommunicator

Llano County Sheriff's Office is now accepting applications for a full-time dispatcher/telecommunicator. Applications may be picked up in person or requested by email or phone.

Our Office is located at:

2001 N SH 16, Suite A
Llano, TX 78643
Phone: 325-247-5767
Email: lco@co.llano.tx.us

Salary: \$30,500/yr (14.66/hr)

Llano County is an EEO M/F employer.

ESSENTIAL DUTIES:

- Answer incoming telephone calls including 911 and non-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 hours including irregular shifts, holidays and weekends
- Attend all mandatory and required training
- Maintain applicable and required certifications and licenses
- Regular attendance

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.

MINIMUM QUALIFICATIONS:

- High school degree or GED
- Typing 30 WPM +
- Knowledge of computers and software very helpful
- 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 vacation and sick leave, health insurance for employee, and retirement

Position is open until filled