

# **TO APPLY FOR THE DISPATCHER POSITION COMPLETE THE SHERIFF'S OFFICE PERSONAL HISTORY STATEMENT AND APPLICATION**

**ERATH COUNTY IS ACCEPTING APPLICATIONS FOR A FULL TIME DISPATCHER WITH THE SHERIFF'S OFFICE**

**JOB SUMMARY:** The Dispatcher is a non-exempt position. The operator of the communications system and is the key to all emergency information and first response. This position has no supervisory capacity.

**ESSENTIAL FUNCTIONS:**

- ◆ Operate communication system which includes telephone, radio, TLETS-Texas Law Enforcement Telecommunications System, computer, 911 system, medical pre-arrival, Deaf Text Communications and fax.
- ◆ Receive, relay and/or transmit routine and emergency calls.
- ◆ Dispatch deputy units or other public safety or medical agencies, as needed.
- ◆ Maintain radio/communication logs, call cards and files, plus report malfunctions.
- ◆ Process request through TLETS for authorized persons.
- ◆ Maintain security within the Dispatch area.
- ◆ Perform clerical duties and record activities.
- ◆ Monitor other radio channels and respond accordingly.

Dispatchers must be able to handle multiple tasks simultaneously and to cope with situations which involve extreme stress, trauma, and emotional strain. Must respond to calls for aid and information at all hours and must also work unscheduled times without prior notice. This position requires organization and ability to process information accurately and effectively. Other requirements include duties as assigned within the scope of responsibility and skill required of the job. Must live within an approved distance from the Erath County Sheriff's Office.

**EDUCATION, EXPERIENCE, LICENSE AND CERTIFICATIONS:**

- ◆ High School graduate or equivalent.
- ◆ Dispatch experience preferred.
- ◆ CPR certification, within 6 months of employment.
- ◆ Emergency Medical Dispatch Certification, within 6 months of employment.
- ◆ TLETS (Texas Law Enforcement Telecommunications System) certification, within 6 months of employment.
- ◆ Licensed TeleCommunicator within first year of employment.

**SKILLS, KNOWLEDGE AND ABILITIES:**

- ◆ Basic computer and typing skills.
- ◆ Ability to efficiently operate office equipment.
- ◆ Proficient in both oral and written communications.
- ◆ Must be dependable, detail oriented and confidential with cases.
- ◆ Must be friendly, courteous and helpful to the public.
- ◆ Ability to associate with all County departments in a professional manner.

**WORKING CONDITIONS:** Work is performed indoors and requires sitting for prolonged periods of time. Occasional travel is necessary for required schools and other job related duties. May risk physical hazard from angry, unstable, violent and highly volatile prisoners and/or citizens, as well as from weapons. There may be exposure to communicable diseases, illnesses and body fluids. This position has continual exposure to the computer monitor.

**PHYSICAL REQUIREMENTS:** Generally, this position requires light lifting, usually less than 10 lbs. Dispatchers must be able to physically operate office equipment. This position is basically sedentary but also requires standing, bending, stooping and stretching.

Beginning salary is \$28,543.75. Benefits include health and dental insurance for the employee after a 90 day waiting period. Erath County and employees contribute to the Texas County & District Retirement System. The County also contributes to TCDRS for a supplemental death benefit for the employee. The County also pays for Careflite insurance for the employee and household family members.

Vacation, sick and holiday hours are accrued each pay period.

Applicant will be subject to background check. A physical and drug screen are required.

This position is open until filled.