

Job Title: 911 Telecommunicator/Dispatcher

Department: Sheriff Office

Position: Full Time (**Night Shift**) with rotating weekends

Pay: Start \$42,667 yearly

**Job Duties:**

Answer all 911 calls, which include emergency, and non-emergency calls for police, fire, and emergency medical services. Handling multiple lined phones at one time.

Determine the appropriate call types and course of action based on the nature of the calls.

Enter information into the computer and relay it to the appropriate agency (Ambulance, Fire, Law Enforcement)

File maintenance required by State and Agency policy

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**What you need to have:**

- High school diploma or GED (or higher).
- Experience is nice, but not a must-have.
- Be ready to work nights, holidays, and weekends.
- Good character, and you need to be motivated.
- Clean background check.
- Valid Texas driver's license.
- Be able to juggle a lot (multitasking is a must).
- Know your way around a computer.
- Get along with others and work in a team.
- Talk and write clearly.
- Think fast on your feet.
- Stay cool under pressure.
- Good hearing, clear speech, and decent eyesight.
- Deal with the public calmly.
- Remember instructions (written or spoken).
- Type or know your way around a keyboard.
- Stay calm even when people are hysterical on the phone.