

**Llano County
Employment Opportunity
Sheriff's Department
Telecommunications Officer/Dispatch – \$45,872**

The Llano County Sheriff's Department is accepting applications for a full-time Telecommunications Officer/Dispatch. This is a non-exempt position under the direction of the Chief Dispatcher. Duties include, but not limited to; performing a variety of dispatch duties on behalf of Llano County Sheriff's department; providing the delivery of emergency and non-emergency services to the public; preparing dispatch records and documentations; and operating telecommunications equipment.

Ability to pass an extensive background investigation, and must have basic writing skills and comprehension. Candidate must be able to work any shift, day or night hours including irregular or rotating shifts, holidays, weekends, over time or extended hours as needed; and being called in on days off.

Job Location: Llano County Law Enforcement Center, 752 Andy Taylor Dr., Suite A, Llano, Texas 78643

Job open: until filled

Benefits include: Retirement, Health & Dental Insurance, Vacation, Sick, & Holiday Pay, SB Incentive Pay

For a complete job description and application, please go to www.co.llano.tx.us. Return completed application to the Llano County Human Resource department located at 100 W. Sandstone, Suite 100B, Llano, Texas 78643 or by email to: nlevlon@co.llano.tx.us.

For questions, please call the Llano County Sheriff's Department @ 325-247-5767.

Llano County is an Equal Opportunity Employer

Llano County Job Description

Job Title: Telecommunications Officer/Dispatch Base: L3B FLSA: Non-Exempt

Department: Sheriff EEO: 06 Administrative Support Reports To: Chief Dispatcher

Summary:

Performs a variety of dispatch duties on behalf of Llano County Sheriff's office; provides the delivery of emergency and non-emergency services to the public; prepares dispatch records and documentations; operates telecommunication equipment. This position serves a dual role with jail responsibilities.

Essential Functions:

- Responsible for security of the dispatch center, computer systems and networks, jail doors and facility
- Answer and respond to incoming telephone calls including 911 and non-emergency; 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; process calls for service and obtain all pertinent information
- Enter call information and maintain data entry logs in CAD (Computer Aided Dispatch) Ability to operate and monitor a radio console consisting of multiple radio channels and talk groups while wearing a headset
- Provide accurate and pertinent information and updates to responding units
- Maintain officer safety and responder safety by tracking location, status, checking for and providing critical information
- Utilize various resources and databases to research information; navigate using multiple different maps
- 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; process calls for service and obtain pertinent information
- Utilize the TCIC/NCIC databases for official criminal justice purposes
- Entry of records into the TCIC/NCIC databases

Other Duties and Responsibilities:

- Must be able to work any shift, day or night hours including irregular or rotating shifts, holidays, weekends; over time or extended hours as needed; being called in on days off
- Attend all mandatory and required training and meetings, must be willing to travel
- Maintain professional competency in all aspects of the job
- Regular attendance, dependability is a must
- Maintain strict confidentiality of all information and data
- Other duties as assigned by supervisor

Jail Responsibilities:

- Responsible for 24-7 operation of all jail doors
- Responsible for 24-7 monitoring of jail camera system
- Responsible for 24-7 monitoring of facility & inmate intercoms
- Responsible for 24-7 monitoring of fire alarm & generator alarm panels
- Notify on-duty supervisor and/or officer of any irregularities while monitoring jail camera system
- Become familiar with the Inmate handbook
- Must learn the Sheriff's Office jail plan as approved by the Texas Jail Commission
- Be able to perform duties as assigned by supervisor and or required by jail standards

Knowledge, Skills and Abilities:

- Must be able to type a minimum of 30 WPM
- Must be able to multitask using multiple phones, radios, computers and other equipment
- Knowledge of computers and software
- Must have no criminal convictions of Misdemeanor Class B or higher (Exceptions with waivers are possible)
- Must have valid Texas Drivers' license
- Eligible for and obtain access to TCIC/NCIC/TLETS system within six months of employment
- Must take and pass the TCOLE Basic Telecommunication Course and Basic Jailer Course withing one (1) year of employment (course may be online or at school)
- Must obtain TCOLE Basic Telecommunication and Basic Jailer License within one (1) year of employment
- Must be able to pass an extensive background investigation as required by TCOLE before employment
- Must take and pass a physical medical exam, drug test and psychological exam before employment
- Basic writing skills and comprehension

Education and Experience:

- High School Diploma or GED
- Experience preferred for part-time positions
- Map reading skills preferred
- Complete all necessary training and continuing education to maintain TCOLE license

Certification and Licenses:

This list is most of the basic requirements needed within the first year of employment.

Additional classes are required for the job and needed for obtaining a higher TCOLE license

- TCOLE Temporary/Basic Telecommunications License
- TCOLE Temporary Basic Jailer/County Corrections License
- TTY and 911 Certification
- CPR certification
- TLETS Full Access Operator certification

Physical Demands and Work Environment:

- Lifting up to (30) thirty pounds
- Extended periods of sitting, typing, computer work and answering phones
- Wearing a headset for (12) twelve hours
- Must take the (3) three-day physical skills training
- May encounter physical altercations with inmates and have to assist in restraining an inmate
- Exposure to high pitched sounds
- Exposure to chemical agents (OC spray, pepper spray, etc.)
- High stress environment