



PRESIDIO COUNTY SHERIFF'S OFFICE

SHERIFF DANNY C. DOMINGUEZ

Presidio County Sheriff's Office is seeking qualified applicants for a full time 911 Emergency Dispatcher position. Starting pay is \$18.32 per hour (\$40,000 annually). Applicants must become fully licensed within one year of their hire date.

Responsibilities for Dispatcher

The Emergency Dispatcher plays a crucial role in ensuring public safety by efficiently managing emergency calls and coordinating responses from law enforcement, fire, and medical services. This position requires quick thinking, effective communication skills, and the ability to remain calm under pressure. The ideal candidate will be adept at using phone systems to analyze situations and provide accurate information to first responders.

Duties

- Receive and prioritize emergency calls from the public, ensuring accurate information is collected.
- Utilize phone systems and radio systems to dispatch appropriate emergency services promptly.
- Transcribe details of incidents accurately for record-keeping and reporting purposes.
- Analyze incoming information to determine the nature of emergencies and the best course of action.
- Negotiate with callers to gather essential details while maintaining a calm demeanor during high-stress situations.
- Collaborate with law enforcement agencies, fire departments, and medical teams to coordinate effective responses.
- Manage conflict situations with callers effectively, providing reassurance while gathering necessary information.
- Maintain detailed logs of all communications and actions taken during emergency incidents.

Minimum Qualifications

- High school diploma or equivalent
- Valid driver's license

- Ability to pass drug and psychological testing
- Excellent conflict management skills, with the ability to remain composed under pressure.
- Effective communication skills, both verbal and written, with a keen attention to detail.
- Ability to work flexible hours, including nights, weekends, and holidays as required.

This role is essential for maintaining community safety and requires a dedicated individual who can handle challenging situations with professionalism and efficiency.

Benefits Offered

- Medical, dental, and vision insurance provided free to employees
- Paid vacation and sick leave
- Employer matched retirement contributions

Applications can be downloaded from our website www.presidiocountysheriff.com, completed through Indeed.com, or requested by email from pcsosecretary@co.presidio.tx.us. Please call the Presidio County Sheriff's Office at 432-729-4308 for further information.