

Walker County Public Safety Communications Center Job Posting

Position: Public Safety Telecommunicator
Internal/External Posting
September 16th, 2024 – November 15th, 2024

The Walker County Public Safety Communications Center is the emergency communications center and public safety answering point for the City of Huntsville and County of Walker. We provide E9-1-1 and dispatch services for all public safety agencies in our jurisdiction except for the SHSU Police Department. The Communications Center currently has Public Safety Telecommunicator positions available. This is a highly technical position that provides an electronic and spoken communications link between the citizens and public safety personnel. All Telecommunicators are trained in LE, Fire and EMD call taking and radio procedures. PSTs call take and dispatch simultaneously.

Minimum Qualifications:

US Citizen

HS diploma or equivalent.

Valid Texas DL and Vehicle insurance

Must obtain TCIC/TLETS Operator certification within 6 months

Must obtain IAED EMD certification within 6 months

Must obtain TCOLE Basic Telecommunicator license within 1 year of hire

Willingness to work 8-12 hr shifts including nights, holidays, and weekends.

Possess strong communications skills to include: Strong active-listening skills, multi-tasking, ability to function effectively under stress while handling several tasks simultaneously.

Special Requirements:

Successfully complete CritiCall Personnel Selection Exam

Requires a criminal history check and background investigation as well as a physical, drug screen, psychological and hearing exam.

Benefits:

The starting salary for an unlicensed Telecommunicator is \$45,549 and \$47,049 annually upon completion of training/licensure. Salary for licensed Telecommunicator is D.O.E and certifications. Employee Medical and Dental insurance is offered through BCBS. Employees earn paid vacation, holiday and sick leave. TCDRS retirement at 7% with a 2.1:1 match after vesting with additional 457 deferred compensation plan available.

For questions regarding the position, hiring process, and benefits package please visit our website:

<https://www.co.walker.tx.us/department/index.php?structureid=7>, call 936.435.8011, or e-mail atryon@co.walker.tx.us.

Minimum qualifications, Job Description, and WCPSCC Recruitment Package and hiring process are available at the link below or can be obtained in person at the Walker County Annex at the address above.

<https://www.co.walker.tx.us/department/division.php?structureid=63>

Persons interested in applying should review above documents then complete and return the **Application for Exam**. An exam link will then be provided. Upon successful completion of the online pre-employment examination, qualified parties may complete a **Walker County Job Application and WCPSCC Personal History Statement** which must be signed, notarized and returned with required documents by **FRIDAY, NOVEMBER 15th, 2024** to Walker County Human Resources.

Submit both Walker County Employment Application, WCPSCC Personal History Statement and required documents in person, by appointment, to:

Christina Segrest, Human Resource
Walker County Annex
1301 Sam Houston Avenue, Ste. #110
Huntsville, TX 77340
936-436-4941

No applications or Personal History Statements will be accepted after 4pm November 15th, 2024.

Note on the Personal History Statement: *Make sure to pay special attention to the instructions on completing the packet on page 2 and also the required documentations that must accompany the packet on page 3. NOTE: The packet MUST be completed in black ink (no blue ink) and we must have a CERTIFIED BIRTH CERTIFICATE. If born in Texas you may purchase one at your local County Clerk's office. The packet must be notarized on page 23 and page 24.*

*Once the documents listed above are completed, you must call Mrs. Segrest at 936-436-4941 to schedule an appointment time to turn in your documents. Remember **No applications will be accepted after Wednesday, November 15th, 2024, by 4 p.m. and you will need an appointment to submit your applications and documents.***