



CLAY COUNTY SHERIFF'S OFFICE

Jeffrey C. Lyde, Sheriff

215 W. GILBERT

HENRIETTA TX.76365

940/538-5611 FAX: 940/538-5800



Job Opening Notice

Position: Telecommunications Operator

Status: Part-time, Contracted

Pay: \$13.75/hour

Job Description:

A Telecommunications Operator is responsible for receiving and evaluating calls from the public concerning crimes, fires, and medical emergencies. Specific duties include: evaluating calls for proper action; initiating Police response by obtaining information required for dispatching field units; and entering data into a computer as it is being received. Calls and messages include routine reports, referral information, and emergency calls for assistance from citizens and public safety personnel. A Telecommunications Operator performs vehicle registration, Driver's License, stolen vehicle, and wanted person checks by utilizing a criminal justice information system.

Requirements:

18 years of age

High School Graduate or GED

Previous experience preferred, but will train the right candidate

Drug Screen & Physical

Psychological Examination

Because of the confidential, sensitive nature of information handled, successful completion of a background investigation is required.

Applications can be accessed through the Clay County Sheriff's office website at <https://www.co.clay.tx.us/county-sheriff> , and can be returned by email to Renee.Weaver@co.clay.tx.us