



HAYS COUNTY JOB POSTING

Job Title	Texas Law Enforcement Telecommunications Specialist	Job Number	202200196
Department	Sheriff's Office	Date Open	October 1 st ,2022
Salary Range Minimum	\$3,646.52-\$5,469.73 Monthly Dependent on Experience	Application Deadline	Until Filled

In order to be considered for this job a completed HCSO Application form must be submitted to Hays County Sheriff's Office

- Hays County Sheriff's Application
- Cover Letter
- Resume

Find Hays County Employment Applications at:

- Hays County website – www.haycountytexas.com

For more information about this job or the application process call 512-393-7788.

THIS POSITION IS AVAILABLE STARTING OCTOBER 1ST,2022

Education and/or Experience

- High School diploma or G.E.D. AND (1) year experience in emergency communications is preferred;

OR

- Any combination of education and experience that has been achieved and is equivalent to the stated education, experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

Other Qualifications, Certificates, Licenses, Registrations

- Class C TX driver's license
- Notary Public may be required
- TCIC/NCIC Certification must be obtained within six months pf employment
- TCOLE telecommunicator license must be obtained within one year of employment

Required Skills

- Operates TLETS/NLETS in advance support of emergency communications operations personnel
- In accordance with FBI and DPS policies that include federal and state statutes, preforms queries abd entries of stolen property, bond conditions, court orders, missing persons, and various articles into TCLC.
- Confirms arrest warrants, protection orders, missing persons, and stolen property details with local, state, and federal law enforcement agencies
- Sends out-of-county and out-of-state TLETS/NLETS messages requesting or sending information and/or hit conformations on behalf of departments in the Hays County Jurisdiction
- May conduct queries using the public safety report system in accordance with policies and procedures set forth by the Office of Court Administration and Senate Bill 6
- Assists with Terminal Agency Coordinator duties
- Assists with overseeing general organizational compliance of the TCIC procedures, policies, and regulations
- Ensures that all TCIC/NCIC records are validated correctly each month and certification is returned to the Crime Records Service/TCIC Control Center by the due date
- Ensures that all quality control messages from TCIC/NCIC are reviewed and corrected in a timely manner. Assists in agency TCIC/NCIC user management
- Performs timely entry, removal, and modification of various items, in the state and national database
- Prepares and responds to administrative messages for correspondence between law enforcement and agencies using TLETS/NLETS
- Conducts research related to the specific cases or situations
- Interacts with law enforcement, judges, and court clerk personnel to review and receive documents for processing
- Assists with data entry as needed into various computer systems
- Requires the employee to be able to render credible testimony in any court proceeding to include Justice Courts, County Courts, District Courts, and any U.S Federal Court
- Performs other duties as assigned

Summary

Under general supervision and guidance of the Terminal Agency Coordinator (TAC), performs highly responsible work in coordinating and carrying out responsibilities related to emergency communications in the capacity of an operator of the Texas and National Law Enforcement Telecommunication Systems (TLETS/NLETS) in conjunction with the Texas and National Crime Information Center (TCIC/NCIC). Organizes and prioritizes workload. Provides administrative support to the TAC, which includes but is not limited to overseeing organizational compliance, validating TCIC records for audit purposes, review, and correction of quality control as well as user management control. Interacts with emergency communication officers and magistrates relating to entry of various court orders into TCIC in accordance with state law. This position requires working in or around an emergency communication center with daily interaction of other law enforcement agencies. This position must have a strong work ethic. The TLETS Specialist must follow directions, meet deadlines, have good attendance, be punctual, be reliable, have honesty, integrity, be free from moral turpitude, and have a proper attitude.

Hays County is an EEO employer. In compliance with the Americans with Disabilities Act, Hays County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. **An offer of employment is contingent upon successful completion of background checks, including reference checks, criminal history, and driver's license checks and driving history.**

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