



**TARRANT COUNTY**  
Department of Human Resources  
100 E. Weatherford Suite 301,  
Fort Worth, TX 76196-0105  
<http://www.tarrantcounty.com>

**Position Title: SPECIALIST, COMMUNICATIONS/9-1-1 DISPATCHER - Sheriff  
(General Services)  
Department: Sheriff's Office**

*An Equal Opportunity Employer*

**SALARY**

\$22.84 - \$22.84 Hourly

**ISSUE DATE:** 07/11/22

**FINAL FILING DATE:** 07/20/22

**THE POSITION**

**\*NOTE: THIS POSTING MAY CLOSE AT ANY TIME ONCE A SUFFICIENT NUMBER OF  
APPLICATIONS HAVE BEEN RECEIVED.**

Receive, process, and dispatch both emergency and non-emergency requests for law enforcement services within Tarrant County.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Utilizes 9-1-1 telephones.
2. Utilizes administrative telephones.
3. Utilizes police radio.
4. Performs general office duties.
5. Performs all other related duties as required.

**MINIMUM REQUIREMENTS**

High School Diploma or GED. One (1) year of work experience. TCIC/NCIC Full Access Operator, Dispatcher, and 911 Basic Telecommunicator Certification within one (1) year. Basic Computer Skills, General Office Skills. Must take and pass an entry level exam.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT & OTHER REQUIREMENTS**

While performing the duties of this position, the incumbent is regularly required to sit, stand, walk, bend, stoop, climb, lift, twist, push and pull. Position is considered essential and may require incumbents to report during events of natural and manmade disasters including but not limited to having to travel to and from duty assignment in hazardous conditions including but not limited to inclement weather. Some lifting required up to fifty (50) pounds. Must be willing to work overtime, weekends, holidays, rotating shifts, evenings and nights.

There is exposure to household type cleaning agents (such as diluted bleach, alcohol based window cleaner, chlorine based cleanser); and occasional exposure to pesticides. There is occasional exposure to inmate control devices that emit pepper agents via aerosol spray, gel or foam. There is the potential of exposure to toxic smoke.

**Special ADA Physical Statement:**

Applicants must demonstrate distant and near vision of 20/30 corrected or uncorrected in each eye and must be able to read typewritten material with or without glasses. Must be able to see without glasses (with or without the use of contact lenses); applicants with uncorrected vision worse than 20/100 (Snellen) must wear contact lens while working; Must be able to distinguish basic colors (without the use of x-chrome lenses); Must be able to hear the conversational voice, with or without the use of hearing aid. Must be able to work any shift; and, Must be able to communicate in clear English during emergencies.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.tarrantcounty.com>

OR

100 E. Weatherford Suite 301,  
Fort Worth, TX 76196-0105

EXAM #08353  
SPECIALIST, COMMUNICATIONS/9-1-1 DISPATCHER - SHERIFF  
(GENERAL SERVICES)  
RN

**SPECIALIST, COMMUNICATIONS/9-1-1 DISPATCHER - Sheriff (General Services)  
Supplemental Questionnaire**

\* 1. Are you a citizen of the United States?

Yes  No

\* 2. Do you have a High School Diploma, GED, or higher level of education?

Yes  No

\* 3. Do you have at least one (1) year of work experience? \*\*Must be TCIC/NCIC Full Access Operator, Dispatcher, and have 911 Basic Telecommunicator Certification within 1 year of hire.

Yes  No

\* 4. Do you have basic knowledge of computers and data entry with excellent writing and oral communication skills?

Yes  No

\* 5. Are you willing to work overtime, weekends, rotating shifts, evenings, nights and holidays?

Yes  No

\* 6. If a mobile number is provided, we may text you information about your application. Do you consent to receive SMS/Text job related information and updates on the status of your application? Once you consent to receive job related text messaging, you may reply STOP to opt-out of the service. We will only send you important job-related information and updates on the status of your application. Tarrant County does not charge to send or receive text messages as part of our application process. However, messages and data rates may apply. Please consult with your wireless carrier for applicable text messaging fees.

Yes    No

\* Required Question