



BURLESON COUNTY SHERIFF'S OFFICE

GENE HERMES
SHERIFF

1334 HIGHWAY 21 EAST
CALDWELL, TEXAS 77836

POSITION: Telecommunications Officer

APPLICATION DEADLINE: Open until filled

APPLICATION FORMS: may be obtained at the Burleson County Sheriff's Office located at 1334 State Hwy 21 East Caldwell, Texas, or on the TCOLE website. Submit applications to the Burleson County Sheriff's Office or email ncolley@burlesoncounty.org for questions

EDUCATION & CERTIFICATIONS: Applicant must have a High School Diploma or GED Certificate. Applicant must possess a valid Texas driver's license. Must be able to communicate the English language both orally and in writing.

GENERAL: High School Diploma or G.E.D. Willingness to and/ability to work all shifts including holidays, weekends and mandatory overtime. Must successfully complete and/or pass all required pre-employment testing and obtain TCOLE certification within one year of hire. Possess strong communication skills to include, but not limited to: multi-tasking, strong listening skills, strong oral communication, and effective writing skills, to include intermediate typing skills. Ability to function efficiently under stress, extreme pressure and/or emergency situations while handling several functions simultaneously. Individuals must have a clear criminal history.

DUTIES & REQUIREMENTS: Answer 9-1-1, non-emergency, and administrative phone lines and provide an appropriate response as required by the nature of the call. Prioritize situations and dispatch appropriate resources using trunked radio system and/or telephone. Maintain status of on-duty sworn and non-sworn personnel from police and fire departments. Coordinates with other agencies, citizens, and/or businesses to provide assistance, gather information, or give instructions necessary depending on the situation. Provide medical instructions to callers over the telephone. Must be able to sit or stand for long periods of time and be able to work shift work.

COMPENSATION: \$18.46/hr for TCOLE licensed and TCOLE basic certificate. Pay increase with additional TCOLE certificates (ie: Intermediate, Advanced, and Master).

BENEFITS: Medical, dental, vision and life coverage are provided for the employee and paid for by the County after 30 days of full-time employment. Sick leave, compensation leave, vacation leave, and holiday time provided.

