

NOTICE OF EMPLOYMENT

Bandera County Sheriff's Office is accepting applications for:

FULL-TIME DISPATCHER

Starting base pay is \$39,953.27 to \$42,953.27, depending on Telecommunicator certification level; Other certification pays are available; Overtime paid at time-and-a-half (not comp time); Benefits package, including comprehensive Blue Cross/Blue Shield medical coverage, through county; Retirement through Texas County and District Retirement System.

Duties of the position require receiving and dispatching emergency and non-emergency calls to appropriate public safety personnel, maintaining records and computer entries, and interact with the public, county departments, employees and elected officials. Must have ability to operate communications console and phone system, ability to communicate both verbally and written, ability to use basic office equipment, have knowledge of general office operations and computer skills. Regular attendance is required. Ability to work shifts, weekends, and holidays. Must be able to lift up to 10-25 lbs. frequently and 25-50 lbs. occasionally, be able to constantly sit, twist, listen, and talk. Also frequently reach, lift and bend. Have a valid Texas Driver's License, and a High School Diploma or GED equivalent.

Initial applicant process, applications and complete job description may be obtained at the Bandera County Sheriff's Office located at 3360 State Highway 173 North, Bandera, Texas, 78003, Monday-Friday from 8:00AM until 5:00PM. This information is also available on BanderaCounty.org under Human Resources tab, and may be returned to the Sheriff's Office or to Bandera County Human Resources located at 1207 A Pecan St., Bandera, TX, 78003. Applications will be accepted for a minimum of 7 days and then until position has been filled.

For questions related to the job posting please contact Dispatch Supervisor Amber Chupp at achupp@banderacounty.org or at (830) 796-3771.

Bandera County is an Equal Opportunity Employer

Posted February 23, 2024