Collin County is seeking candidates for the position of Dispatcher. Reporting to the Assistant Communications Supervisor. A Dispatcher is responsible for, but not limited to, responding to a full range of radio and telephone operational duties in this 24-hour facility.

Minimum Qualifications

- Only candidates who are available for shift work, including overnight shifts, are eligible to apply for this position - candidates MUST be available to work any shift.
- Must successfully pass with a score of 80 or above on the CritiCall Skills Pre-Employment Test.
  Must obtain TLETS Certification and Texas Commission on Law Enforcement (TCOLE) Telecommunications License within 1 year of employment.
- Must Successfully pass a typing test of no less than 35 WPM.
- Must possess and maintain a valid Texas Driver's License with an acceptable driving record.

Primary Functions

- Process and prioritize incoming calls for police, fire and EMS assistance relays emergency and non-emergency calls from citizens for fire, police and medical assistance.
- Interacts with law enforcement officers to ensure their safety and provide assistance when needed.
- Processes requests for warrant and vehicle registration checks.
- Performs other duties as assigned.

Copies of the following documents are required during the background check process for Dispatcher. The Sheriff's Office will notify you of when to present these documents to the background investigators. If you are not able to supply these required documents, you will not be considered for the position.

- Current Texas Driver's License
- Birth Certificate
- High School Diploma, Transcript, or GED
- Transcript(s) from all colleges attended
- Military-DD214 (if applicable)
- United States citizenship documents if not born in the United States