



GALVESTON COUNTY SHERIFF'S OFFICE ESTABLISHMENT OF ELIGIBILITY



POSITION: Telecommunicator/Entry Level Deputy
Bureau/Division: Support Svc/Communications
Title/Rank: Telecommunicator/Entry Level Deputy
Reports to: Communications Division
Posted: February 12, 2026

APPLICATION DEADLINE: Thursday, February 26, 2025 4:00 pm

JOB SUMMARY:

This position is responsible for receiving emergency calls from the public and dispatching the appropriate emergency personnel. It involves receiving, evaluating, prioritizing, and initiating responses to requests for information and services, including emergency assistance. The role includes accessing, retrieving, disseminating, and safeguarding confidential law enforcement data from various protected local, state, and federal databases. It also requires entering critical and confidential law enforcement information into TCIC and NCIC systems and performing related duties. Additionally, this position assists with the upkeep of the communications center and maintains regular, punctual attendance.

Minimum Requirements:

Applicants must meet the following criteria:

- Be able to work under adverse conditions and during unusual hours including nights, weekends, holidays, and scheduled/unscheduled overtime.
- Possess or have the ability to readily obtain a TCOLE Basic Telecommunicator License, as well as TCIC and NCIC certifications.
- Speak, read, and write the English language in a clear and understandable fashion.
- Possess a valid Texas driver's license.
- Working knowledge of computers and job-related software with at least intermediate-level data entry and typing skills.
- Pass a background review and interviews.
- Have knowledge and level of competency commonly associated with completion of specialized training in the field of work.
- Have a high school diploma or equivalent.
- Must pass a comprehensive **background check** and successfully complete required **interviews**.

To Apply:

Interested parties should submit, no later than **Thursday February 26, 2026, 4:00 PM**, a letter or email of intent, and resume detailing their interest and qualifications along with your full name, phone number, and email address to:

Deputy G. Warfield
Recruiting & Training Division
Office number: 409-763-7594
E-mail: Gregory.warfield@co.galveston.tx.us

Notice to Applicants:

Achievement of an eligibility list position *does not guarantee an applicant's assignment as an Administrative Assistant*. Should an applicant become unable to fulfill the above listed job duties and skills may be afforded an opportunity to be reassigned to a vacancy within the Sheriff's Office for which the applicant is qualified. Neither, the County of Galveston, the Galveston County Sheriff's Office, nor any elected or appointed official of either entity may make any promise, guarantee, contract, or offer, expressed or implied, of a current, continued, or future employment by this offering.

While reasonable efforts to provide assignees preferential transfer to a vacancy within the agency for which the person is qualified, no promise is made to any current employee that may transfer to this position that they will return to their previously assigned positions.

Protection*Courtesy*Service
Sheriff Jimmy Fullen