

GALVESTON COUNTY SHERIFF'S OFFICE ESTABLISHMENT OF ELIGIBILITY

POSITION: **Communications Sergeant**

Bureau/Division: Support Services / Communications Division
Title/Rank: Supervisor / Sergeant
Assignment: Communications
Posted: July 20, 2021

APPLICATION DEADLINE: 5:00PM Tuesday, August 3, 2021

JOB SUMMARY:

This position is responsible for supervising telecommunicators and the day-to-day management of the Communications Division Operations.

MINIMUM REQUIREMENTS:

Successful applicants **must**:

- Physical condition with the demands of the position and ability to work unusual hours, including, nights, weekends and holidays;
- Must be able to respond within a timely manner during non-shift hours as needed
- Speak, read, and write the English language in a clear and understandable fashion;
- Possess a valid Texas driver's license;
- Hold at least an **Intermediate Telecommunications** or **Intermediate Peace Officer** proficiency certification through TCOLE
- Knowledge of the CAD computer systems, RMS, Open Fox, and other related systems;
- Intermediate knowledge of Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Pass a background review, job related testing, interview board, and drug screen test

SPECIFIC REQUIREMENTS:

- Employed by the Galveston County Sheriff's Office for the past 36 consecutive months as a licensed Texas Peace Officer or as a Licensed Telecommunicator, or has been employed for 48 or more months as a licensed Peace Officer or Telecommunicator in a Public Safety/Emergency Communications Center/PSAP
- **This position is a working supervisor and requires the ability to perform all Telecommunicator duties.**

PREFERRED REQUIREMENTS:

- GCSO applicants: Experience working in a Public Safety/Emergency Communications Center/PSAP
- Knowledge of compliance for TCIC/NCIC/CJIS standards and policies

TO APPLY:

Interested parties should submit, no later than the APPLICATION DEADLINE, a letter of intent or email detailed their interest and qualifications along with your **full name**, and **phone number** to:

Deputy Damian Aguilera
Recruiting/Training Division
409-763-7594

E-mail: Damian.Aguilera@co.galveston.tx.us

NOTICE TO APPLICANTS

Achievement of an eligibility list position *does not guarantee an applicants' assignment as a Communications Sergeant*. Assignment to vacant positions, as available, shall be made on a conditional basis pending successful completion of a probationary period. Should an applicant not successfully complete a probationary period the applicant *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 makes any promise, guarantee, contract, or offer, expressed or implied, of any current, continued, or future employment by this offering.