TO: DEPARTMENT HEADS/ELECTED OFFICIALS/EMPLOYEES/PUBLIC
FROM: COMAL COUNTY HUMAN RESOURCES DEPARTMENT
SUBJECT: JOB POSTING – TELECOMMUNICATIONS OPERATOR
DATE: 4/2/2018

The Human Resources Department is currently accepting applications for Telecommunications Operator at the Comal County Sheriff’s Office. Interested public and all County employees may apply by clicking on the following link: http://www.co.comal.tx.us/HR.htm. Job qualifications are listed below:

POSITION TITLE: Telecommunications Operator

JOB SUMMARY: The individual has daily communication with the public and other law enforcement agencies, operates radio equipment, operates multi-line telephone system, and operates 9-1-1 emergency phone system for Comal County; may assist Telecommunications Supervisor with validations and other operations; this position is part of a 24 hour a day/7 day per week operation. Must be able to work any shift as needed (2nd shift: 2:00PM - 10:00PM; 3rd shift: 10:00PM - 6:00AM). This position requires a thorough working knowledge of dispatch and communications procedures.

QUALIFICATIONS: Must have HS Diploma or GED; must be 21 years of age; computer proficiency test, spelling/reading test, criminal history background check, drug test, physical and psychological exams. Individual must also possess typing skills with a minimum of 50 words per minute. One (1) year of experience in dispatch operations and TLETS II Certification is desirable; be able to meet the Texas Commission on Law Enforcement (TCOLE) and that of the Sheriff’s Office.

SALARY: Pay Group LE5 $16.97/hourly

CLOSING DATE: Monday, April 19, 2018

APPLICATIONS MANDATORY AND AVAILABLE ON LINE
http://www.co.comal.tx.us/HR.htm
EEO/MFVH "AT WILL" EMPLOYER