



COUNTY OF GOLIAD

Sheriff Roy Boyd

701 E. End St., Goliad, TX 77963

361-645-3451

Telecommunications Dispatcher - Job Opportunity

The Goliad County Sheriff's Office is now accepting applications for a Telecommunications Dispatcher.

Summary: Receives and dispatches emergency and non-emergency law enforcement, fire and EMS personnel. Maintains records of calls and performs data entry tasks. Shift-work required. Must be willing to work any shift.

Essential Duties: Answers and prioritizes all incoming emergency and non-emergency calls; gathers call information; transfers calls to appropriate department; dispatches appropriate emergency service and generates calls for service in CAD system. Must be able to handle emergency situations in a calm manner. Assists officers performing traffic stops by running driver's license and license plate information; checks for warrants. Acts as point of contact for the general public; answers general questions.

Education, Training and Experience Guidelines: High School diploma or equivalent; and some previous experience preferred but not required.

Requirements: Applicants must be a minimum of 18 years of age, a US Citizen, valid Texas Drivers License and good driving record, must have never been convicted of a Class B Misdemeanor in the last ten years or ever been convicted of a Class A misdemeanor. Be able to read and write the English language. State Certification required within one year of hire date.

Knowledge and Skills: General office procedures; good computer skills, keyboard and typing experience with being able to type a minimum of 20 words per minute
Able to follow both oral and written instructions
Speak in a clear and concise voice – Bilingual (English/Spanish) a plus, but not required
Maintaining composure in emergency situations
Recording and organizing data
Establishing and maintaining effective working relationships
Listening and communicating clearly, both verbally and in writing
Prioritize and complete multiple tasks simultaneously

Compensation: Starting Salary \$14.07 per hour; overtime paid at time –and-a-half. No compensatory time used.

Overtime opportunities available

Full benefits package, including Blue Cross medical coverage through County

Retirement through Texas County and District Retirement System

Contact Rebecca Weise, Telecommunications Division Goliad County Sheriff's Office 361-645-3451 or rweise@goliadcountytexas.gov Application forms available at the Goliad County Sheriff's Office, 701 E. End St., Goliad, Texas 77963