911 Dispatcher / Communications 101 E Henry Suite 101 Hamilton, Texas 76531

Hamilton County Emergency Communications Accepting Applications until filled

Hours per week: 40 Benefits: County retirement and Health insurance

Salary: dependent on experience with increase after completion of training.

Job Description: The Public Safety Communications Officer performs specialized radio and communications work. This position operates radio, telephone and related communications equipment and software to receive and relay critical information to responders. Prioritizes and assigns appropriate response for emergency and non-emergency incidents. Maintains logs and records all activity as required. Provides support information to police officers, firefighters/paramedics, the public and other agencies as required. Responsible for answering emergency calls, non-emergency calls, incoming administrative lines and providing pre-arrival instructions to callers. Performs other related duties as may be assigned or required.

Minimum Qualifications:

1. High school diploma or GED equivalent.

2. A valid Texas driver’s license

3. Meet proficiency requirements from the Texas Commission on Law Enforcement Officers Standards and Education as mandated by the State of Texas. Failure to obtain a Telecommunication Certification from the Texas Commission on Law Enforcement Officers Standards and Education within one (1) year of employment will result in termination of employment.

4. Pass a background and criminal history check

5. Pass a drug test

1. Physical Requirements: The Communications Operator is required to lift and carry up to 20 pounds and to pull, push, or drags up to 50 pounds of materials and supplies. The Communications Operator must be able to stand or sit for extended periods. He or she must be able to wear a headset to communicate over the phone. The Communications Operator uses eyes, ears, hands and fingers to perform assigned duties and responsibilities rapidly and works various hours and days to accommodate required overtime or shift work. He or she must also be able to stand or sit for up to four (4) hours minimum. This position requires the employee to have 20/20 vision with or without corrective lenses and must first perceived forced whispered voice at greater or equal to five (5) feet with or without a hearing aid. The job of Communications Operator is performed mainly indoors in a climate-controlled environment.

1. REPORTS TO: The Communications Administrator

2. DIRECTS: Does not supervise any employees

3. OTHER: Works with all protective service personnel to coordinate effective response in emergencies