



GALVESTON COUNTY JOB POSTING NOTICE

APPLICATIONS FOR THIS POSITION WILL BE ACCEPTED UNTIL THE POSITION HAS BEEN FILLED
GALVESTON COUNTY RESERVES THE RIGHT TO CLOSE THIS POSTING WITHOUT NOTICE

DEPARTMENT:	Galveston County Sheriff's Office	JOB GRADE:	Entry Level
JOB TITLE:	Telecommunication Operator	ANNUAL SALARY:	\$35,745.04
LOCATION:	Galveston County Dispatch	CAREER LADDER:	Yes
SHIFT HOURS:	12 hour shifts (6:00 AM -6:00 PM or 6:00 PM – 6:00 AM) Includes nights, weekends and holidays.		
SUBMIT APPLICATION:	Galveston County Sheriff's Office	ADDRESS:	5700 Avenue H Galveston, TX 77551
PHONE:	409-766-2221 409-766-2321	FAX:	(409) 621-7979
E-MAIL:	so.employment@co.galveston.tx.us	WEBSITE:	www.galvestonso.com
Office Hours:	Monday- Friday 8:00am -5:00 pm		

- To be considered for this position a completed Galveston County Application and supporting documents are required.
- The submission of your application to Galveston County does not guarantee an interview.
- Galveston County Recruiting will contact you directly in regards to your submitted application.

Education, Experience and Skill Requirements

- High School / GED Certificate
- Must be at least 18 years of age
- Must be a U.S. Citizen and resident of the contiguous United States for a period of time sufficient to conduct a background investigation
- Must possess a valid Texas driver's license and an acceptable driving record as determined by the Galveston County Sheriff's Office in effect at the time of application.
- Must have favorable employment history. All information given regarding past employment will be thoroughly checked
- Must have a stable credit history.
- Must possess good computer skills and demonstrate comprehensive reading and comprehension skills
- No conviction above a Class B Misdemeanor or a Class B misdemeanor within the last 10 years nor have been on or currently on court-ordered community supervision or probation for any criminal offense
- Applicant must pass all phases of the required testing
- Must be eligible for licensing by the Texas Commission on Law Enforcement (TCOLE) for the position applied for, if not presently licensed.

Primary Job Duties

- Receives emergency calls from the public and dispatches appropriate emergency personnel.
- Receives, evaluates, prioritizes and initiates response to requests for information and services.
- Access, retrieves, disseminate, and protect confidential law enforcement related data from a variety of protected local, state and federal databases.
- Enters critical and confidential law enforcement data into TCIC and NCIC databases as well as perform related duties.
- Assists with the maintenance of the communications center and report regularly for work on time.
- Performs other duties as required by the Communications Division Commander

Date Posted:	10/27/2014	Equal Employment Opportunity Employer
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