

# GRAYSON COUNTY JOB POSTINGS

Equal Opportunity Employer

Persons with disabilities are encouraged to request assistance during the application process. Please call the Human Resources Department at 903-813-4091 to request assistance.

	Date Posted: 04/23/2024 Closing Date: Open Until Filled Positions Open: 1
Position:	Full-time 911 Emergency Communication Specialist 40 Hrs. Per Week
Department	Sheriff – Communications (Law Enforcement)
Salary	\$ 48,189 - \$ 53,561 Annual
Duties	Duties fall into four distinct areas: Conditions of Bonds, Emergency Protection Orders and Warrant entry, Admin and 911 Emergency Call taking, Fire & EMS, and Law Enforcement communications. Work involves receiving all incoming calls, dispatching applicable personnel for the Sheriff's Office and other agencies. Enter, retrieve and be able to decipher information from the Texas Crime Information Center (TCIC), National Crime Information Center (NCIC), for all of the law enforcement agencies served. Information obtained over the phone, will be entered into the CAD System and dispatch to these agencies. As well, you will be required to enter all Conditions of Bond for the county, along with all Emergency Protection Orders and Warrants that fall within our jurisdiction. A variety of local and regional databases are also accessed.
Qualifications:	High school diploma or GED. One-year Emergency Communication Specialist experience preferred; but willing to train the right person. Required to take and pass 911 Basic Emergency Communication Specialist Certification within one (1) year of hiring. Fluency in Spanish a plus. MUST BE ABLE TO Multitask, have a pleasant voice, good phone demeanor and be familiar with the workings of a computer. Filing papers, taking accurate notes when taking a call. Be able to listen to a phone conversation and radio communication at the same time. Be able to follow directions and give accurate directions to deputies in the field from the mapping computer. Must be 18 years of age.
Requirements:	Must successfully pass a background investigation and drug screen. Able to work any shift including nights, weekends, and holidays.
Benefits:	Excellent benefits including employer paid health insurance, vacation, sick leave, and retirement plans.