

GREGG COUNTY HUMAN RESOURCES DEPARTMENT

INTERNAL\EXTERNAL COUNTY OPENING

JOB TITLE: COMMUNICATIONS OPERATOR (POSITION # SH0122)

DEPARTMENT: SHERIFF'S OFFICE

DATE POSTED: OCTOBER 2, 2018

CLOSING DATE UNTIL FILLED

**BASIC QUALIFICATIONS:**

1. Must be at least 18 years of age.
2. High School education or equivalent.
3. Must be able to successfully take and pass TCOLE certification.
4. No conviction or outstanding charges for jailable offenses.
5. Must have some keyboard experience such as typing or computer.
6. Experience preferred.
7. Bilingual preferred.
8. Must possess a valid Texas Driver's License.
9. Must be a United States Citizen.
10. Must be available to work any shift. 7am – 7pm, 3pm – 3am, 7pm – 7am.

**EXAMPLES OF JOB DUTIES:**

1. Receive calls/dispatch via radio to patrol unit.
2. Operate Teletype system.
3. Operate in-house computer system.
4. Monitor security modes.
5. Receive crime stopper data.
6. Subject to emergency service.
7. Any other duties as assigned by supervisor.

**SALARY: \$32,901.00/ANNUALLY**

**QUALIFIED APPLICANTS MAY APPLY AT THE HUMAN RESOURCES DEPARTMENT, ROOM 109, GREGG COUNTY COURTHOUSE.**

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Rita D. Fyffe  
Human Resources Director

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Date

**EEO/M/F/V/D**