



# Office of the Sheriff

**J.R. Patterson**

PALO PINTO COUNTY

Law Enforcement Center, 420 Cedar Street

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Palo Pinto, Texas 76484

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**Notice is hereby given that the Office of the Sheriff of Palo Pinto County, Texas, will begin accepting applications for the following position(s):**

Title: 9-1-1 Emergency Communications Officer  
Position(s): Part-time Position  
Salary Range: \$20.26 per hour (minimum 12 hours per month)

**All interested and qualified individuals must apply in person at the Sheriff's Office between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday, until the position has been filled.**

### **Minimum Qualifications**

- Must be at least 18 years of age.
- Must be a United States Citizen.
- Must be a High School Graduate or Possess a GED Equivalent.
- Must be in Excellent Physical and Mental Health and Free of any Drug Dependency or Illegal Drug Use (A Drug Screen, Physical and Psychological Examination are required prior to appointment).
- Must be free of any Criminal Record (Above the grade of Class "C" Misdemeanor).
- Must Possess a Valid Texas Identification Card.
- Must have reliable Transportation.
- Must be willing and able to work shift work, which may include weekends and holidays.

Applicants must meet minimum requirements set forth by the Texas Commission on Law Enforcement to become a licensed emergency telecommunications officer or hold a current TCOLE license. Applicants will be screened and undergo a comprehensive background investigation. Selected applicants will be notified for an interview. No information will be disclosed before or during the screening process. No resumes will be accepted at this time; only initial applications will be considered.

### **Basic Job Responsibilities**

- Works under the direction of the 9-1-1 Emergency Communications Supervisor.
- Receive emergency and non-emergency calls, rapidly determining the nature and severity of the circumstances, prioritizing life-threatening situations, and deploying appropriate resources.
- Collect, assess, and relay vital information to first responders, including law enforcement, fire, and EMS personnel, ensuring timely and effective incident management.
- Monitor the status and safety of dispatched units, maintain continuous communication with field responders to ensure public and officer safety.
- Operate advanced communication technology, including TLETS, 9-1-1 System, GIS mapping system, Computer-Aided Dispatch (CAD), and radio equipment, to manage emergency response coordination.
- Maintain composure and control in highly stressful situations, providing clear, reassuring instructions to callers while managing multiple emergency scenarios simultaneously.
- Continuously update knowledge of geographic areas, jurisdictional boundaries, and emergency protocols to ensure precise and efficient service delivery.
- Perform various requests from officers and agencies on the TLETS system, and maintain all records entered in the TCIC/NCIC system, to include warrants, protective orders, and stolen entries.
- Work as part of a coordinated team, collaborating with other emergency communication professionals and public safety agencies to achieve optimal outcomes in emergency response.

**The Office of the Sheriff of Palo Pinto County is an Equal Opportunity Employer.**