



Office of the Sheriff

J.R. Patterson

PALO PINTO COUNTY

Law Enforcement Center, 420 Cedar Street

P.O. Box 279

Palo Pinto, Texas 76484

Phone 940-659-2085 Fax 940-659-3801



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: Telecommunicator /911 Operator
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 such time as 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.

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

Basic Job Responsibilities

- Work under the direction of the 911 Supervisor.
- Receiving and analyzing 911 calls as well as non-emergent calls for Law Enforcement, Fire, and EMS services.
- Remaining calm while helping people in extreme situations.
- Distributing calls for service via the Dispatch radio system.
- Receiving and monitoring alarms throughout Palo Pinto County.
- Performing various requests on the TCIC/NCIC system including warrant entries.

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