



Human Resources

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

POSITION: **PUBLIC SAFETY COMMUNICATIONS OFFICER**
DEPARTMENT: Sheriff's Office
DATE POSTED: October 31, 2023
CLOSING DATE: Open until filled
HIRING SALARY: **\$19.75 per hour**

POSITION OVERVIEW *(Complete position description attached)*

Under general supervision of the Public Safety Communications Supervisor, this position monitors and coordinates telephone, radio, and teletype communications between unit personnel and the general public. Includes responsibility for receiving, processing, and disseminating information in an accurate and timely manner to provide rapid response to emergency situations while multi-tasking. Performs other duties as apparent and/or assigned.

EDUCATION/EXPERIENCE

High School Diploma/equivalent and 1 year relevant work experience. Prior dispatch experience preferred. Must have a public service attitude and ability to interact in a courteous and professional manner at all times with officials, staff and the general public.

*** MUST BE ABLE TO WORK IRREGULAR WORK SCHEDULE THAT MAY INCLUDE NIGHTS/WEEKENDS AND/OR ROTATING SHIFTS ***

LICENSE / CERTIFICATION

Must meet all requirements to obtain Texas Commission on Law Enforcement Telecommunications Operator certification.

ADDITIONAL INFORMATION

Must successfully complete background check, post-offer drug screen, physical condition evaluation and/or other testing in accordance with Harrison County policy and/or as authorized by law.

Benefits: Medical/Dental/Vision/Life
PTO/Vacation/Holiday/Sick Leave
TCDRS Retirement and optional 457 retirement

Hours of work: Shift work – varying shifts

HARRISON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

SUBMIT APPLICATION TO:

HARRISON COUNTY HUMAN RESOURCES
200 W. Houston St., Room 328
Marshall, TX 75670
hrassist@co.harrison.tx.us

903-923-4018 Office
903-935-4800 Fax
www.harrisoncountytexas.org