

The Jones County Sheriff's Office is accepting applications for 911 Operators.

MINIMUM QUALIFICATIONS:

18 years of age

U.S. citizenship

Valid Texas Driver License.

High School Diploma or GED

Type 50wpm

Texas Commission on Law Enforcement (TCOLE) license within one year of their appointment. Must complete and pass the TCOLE approved Basic Telecommunicator, Crisis Communications and TDD/TTY within the first year of assignment. Available to work nights, weekends, and holidays.

MUST BE ABLE TO PASS A CRIMINAL BACKGROUND CHECK, PSYCHOLOGICAL AND DRUG SCREENING AND OBTAIN AND MAINTAIN BASIC TELECOMMUNICATOR LICENSE.

Examples of Duties:

Answers 9-1-1 Emergency telephone calls from citizens or agencies for Police, Fire and EMS in a timely, accurate and efficient manner.

Operate numerous highly technical computer systems including the Computer Aided Dispatch (CAD); enters and retrieves information to and from various databases including TCIC/NCIC, CopSync, Multiple Channel Emergency Radio Console, Vesta 9-1-1 and other emergency response databases.

Monitor state and national messages, requests and transactions through TLETS/NLETS while ensuring compliance with State and Federal Laws and Department Policies and Procedures.

Dispatches, monitors and tracks multiple law enforcement, fire and EMS agencies.

Ensures radio operations are conducted in accordance with Federal Communications Commission (FCC) procedures and requirements.

Regular and punctual attendance is required and be prepared to remain onsite for the entire scheduled work shift.

May be required to be "on call" during emergency situations.

Work schedule available is NIGHT SHIFT working two 12 hours shifts, 1 10 hour shift and 1 6 hours shifts with Monday/Tuesday off and every other weekend off.

Occasional periods of stooping, bending, and/or light lifting of materials/equipment of up to 10lbs.

Position requires a considerable amount of time sitting and working solo after training.

Online application can be found at <http://www.co.jones.tx.us/page/jones.Jobs.Openings>

or at the Jones County Sheriff's Office located at 402 2nd Street, Anson, TX 79501

Mail your applications to Jones County 9-1-1 Communications, Attn: Lt. Gloria Little, P.O. Box 148, Anson, TX 79501 or email to gloria.little@co.jones.tx.us

Should you be selected for an interview, you will receive a phone call with all the necessary information for scheduling and attending your interview