

JOB ANNOUNCEMENT

**THE LIBERTY COUNTY HUMAN RESOURCE DEPARTMENT IS NOW ACCEPTING
APPLICATIONS FOR THE POSITIONS DESCRIBED BELOW:
* LIBERTY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER ***

Job Titles: Full-Time Dispatcher / Part-Time Dispatcher

Salary: Full-time \$,30,000.00/yearly/ Part-time: \$10.50 hourly

General Statement of Duties:

- Receive incoming calls from the public, county departments, or other departmental or law enforcement personnel; and performs necessary documentation.
- Receive 911 telephone calls.
- Provide professional contact with private citizens and public officials related to the activities performed by the Communications Division.
- Maintain radio communications with all personnel (local, county, state, federal) involved in public safety utilizing the Department's radio frequency as per established protocol and procedures when applicable.
- Establish and maintain liaison with all local, county, state, federal officials and other public officials related to aspects of the Communications Division when applicable.
- Maintain communication on a daily basis with immediate supervisor.
- Maintain liaison with other divisions of the Department.
- Coordinate and prioritize calls for service involving Law Enforcement other agencies, Emergency Medical Services, and Fire Departments.
- Perform such other duties as may be assigned.

Required Knowledge, Skills, and Abilities:

- High School Graduation or its equivalent.
Clerical work experience or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
- Must be able to work shift work.
- Must be able to work holidays, weekends, and overtime including days off.
- Must be able to multitask and work under high levels of stress for 8-12 hours.
- Strong typing and computer skills, excellent people and communication skills.

Applications may be obtained from the Treasurer's Office, Sheriff's Office, and the Cleveland Annex. Applications may also be downloaded from our website: www.co.liberty.tx.us

**Treasurer's Office - Mon-Fri 8a.m. - 5p.m.
1923 Sam Houston, Room 102 Liberty, TX (936) 336-4646**

**Liberty County Sheriff's Office- 24 hours, 7 days a week
2400 Beaumont Avenue Liberty, TX (936) 336-4500**

**Cleveland Annex - Mon-Fri 8a.m. - 5p.m.
304 Campbell Cleveland, TX (281) 593-8440**