



**Position:** Dispatcher

**Eligibility for Benefits:** Eligible for full time county benefits, including health and life insurance, optional dental and vision insurance, retirement, vacation and personal time accrual and holidays.

**Hours of Work:** 43 hours per week; 12 hour shifts with varying hours.

**Starting Salary:** \$37,440 annually

**POSITION DESCRIPTION:**

This position answers emergency and non-emergency phone calls and coordinates the response of law enforcement officers to crime and accident scenes. Transmits details, using two-way radio equipment, to officers and other emergency personnel, such as fire fighters and paramedics. Provides support services for law enforcement by providing detailed information such as vehicle registration, driver's license, and warrants.

**ESSENTIAL DUTIES:**

- Receive and process all emergency and non-emergency calls and visitors to the Lampasas County Sheriff's office. Respond to emergency / 9-1-1 calls with appropriate action to provide emergency assistance needed. Think quickly and work under stressful conditions while remaining calm and assertive. Interact with the public, other County offices and employees in a pleasant, efficient manner on a daily basis.
- Dispatch emergency and non-emergency calls for multiple police departments, fire departments, ambulance services, and other emergency and non-emergency service providers in Lampasas County. Determine and assign the level of priority to incoming calls and dispatch accordingly.
- Transmit calls to patrol officers using police and dispatch codes and procedures, knowledge of local laws and ordinances, and geographical areas of the County. Receive, transmit and monitor multiple radio channels.
- Request, receive, and disseminate large amounts of public, private, and confidential data linked to state, federal, and local law enforcement systems through computerized terminals linked to state, federal, interstate, and local law enforcement systems, including driver and motor vehicle checks, stolen property checks, missing persons, criminal histories, and other restricted data files.
- Use a computer aided dispatch (CAD) system to create and maintain electronic records, logs and reports. Maintain information records such as incoming/outgoing teletype, status of wanted persons and stolen property, and write report logs. Perform work with a high level of accuracy, concentration, attention to detail, and multi-tasking.
- Work the hours and/or shifts assigned, beginning and ending work on time. Work is subject to a variety of shifts and schedules covering 365 day-a-year, 24 hours-a-day operation, including overtime.
- Performs other duties as required.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or GED
- Valid Texas Driver's License
- Ability to pass a background examination
- Ability to acquire Basic Telecommunication Operations certificate within 6 months of hire
- Ability to acquire Emergency Medical Dispatcher

**Obtain Applications:** Download application online at [www.co.lampasas.tx.us](http://www.co.lampasas.tx.us) under 'Employment Opportunities'; or pick up application from the Lampasas County Sheriff's Office; 1210 Barnes St.; Lampasas, TX 76550

**Submit Applications To:** Drop off application at the Lampasas County Sheriff's Office; 1210 Barnes St.; Lampasas, TX 76550