Risk Management/Insurance Department
Office:    (432) 498-4011
Fax:      (432) 498-4097

Payroll/Retirement Department
Office:    (432) 498-4026
Fax:      (432) 498-4097

## ECTOR COUNTY, TEXAS
**HUMAN RESOURCES DEPARTMENT**

## TELECOMMUNICATOR
## <u>SHERIFF'S OFFICE</u>

The Ector County Sheriff's Office is in need of a Telecommunicator.  The Telecommunicator will be under the supervision of the Sergeant and the general supervision of the Lieutenant.

**<u>PRIMARY DUTIES</u>**:   The Telecommunicator will be responsible for control of calls for service or request for assistance by citizens, deputies or another agency either in person or through the department; reception, documentation and final disposition; operation of communication system that includes telephone, radio, teletype, and computer; and all other duties as assigned by the Lieutenant and Sheriff.

**<u>MINIMUM QUALIFICATIONS</u>**:  High School diploma or GED; a valid Texas Driver's License with an insurable driving record.  Must be able to type 30 wpm with minimal errors, use 10 key by touch and be able to file alphabetically with minimal errors.   TLETS II Certificate is desired; skill or working knowledge in the field of communication and skill or working knowledge of office equipment is preferred.

**<u>SALARY</u>**:  $18.69p/h plus benefits; work days & hours: Sunday-Saturday; 7am-7pm, 7pm-7am; shift work and weekends

**<u>DEADLINE</u>**: Until sufficient applications have been submitted for consideration

Please apply in Human Resources Department at Ector County Annex Building, 1010 E. 8th Street, Room 126, Odessa, Texas 79761.  Ector County does not discriminate on the basis of race, color, national origin, sex, religion, age and disability in employment or the provision of services.

**<u>NOTICE</u>**:  Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.  This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.  Passing a pre-employment urinalysis drug screen is required.