



**ANDERSON COUNTY
SHERIFF'S OFFICE
W. R. FLORES, SHERIFF**
1200 E. LACY ST. PALESTINE, TEXAS 75801
PHONE 903-729-6068 FAX 903-729-3022



Job Vacancy Announcement

06-13-2024

Position: Dispatcher (Full-Time)

Open until: until filled

Salary: \$40,400 annually. TCOLE certification pay up to \$3,000 annually. Step pay: \$1,200 annually after 24 months, additional \$1,800 annually after 60 months of service. Paid overtime and holidays, TDCRS retirement benefits, and training.

Summary of Position: Receives and dispatches emergency and non-emergency calls to appropriate public safety personnel; operates the radio console and 9-1-1 telephone systems.

Essential Duties:

- Receives emergency calls, complaint calls, reports and routine traffic calls by multi-line telephone, radio or personal contact and refers the call to appropriate personnel.
- Receive 9-1-1 calls and take the appropriate action to provide the emergency assistance needed.
- Dispatch law enforcement and fire equipment, resources and personnel in response to emergency calls.
- Conduct computer searches through local, state and national files for possible wanted persons or stolen property and provide information to the requesting officer
- Record various records, logs and reports on the specified form and in the specified format
- Performs related work and additional duties assigned by Sheriff

A job profile is not a comprehensive job description.

Minimum Qualifications: High School Diploma or GED is required. Must be at 18 at time of employment and have a valid Texas driver's license. License as a basic peace officer in good standing with TCOLE. Must pass criminal history background check, drug screen, physical and psychological examination.

Applications are mandatory and available online at www.co.anderson.tx.us under the Sheriff's tab or Employment Opportunities tab.

Available Mon. – Fri., 8A – 5P at 1200 E. Lacy St., Palestine, TX 75801.