



## **Job Description**

<b>WORKING TITLE:</b>	<b>TELECOMMUNICATOR I</b>
<b>DEPARTMENT:</b>	<b>SHERIFF'S OFFICE</b>
<b>REPORTS TO:</b>	<b>TELECOMMUNICATOR SUPERVISOR</b>
<b>CLASSIFICATION:</b>	<b>FULL-TIME, REGULAR, NON-EXEMPT</b>
<b>STARTING SALARY:</b>	<b>\$17.36/HR; \$36,100/YR</b>

---

### **PURPOSE:**

A Telecommunicator performs specialized radio and communications work under the general supervision of the Telecommunication's Supervisor. This position receives incoming non-emergency and emergency calls, prioritizes calls received, and relays information via available communications systems to appropriate field personnel. The position is responsible for greeting persons coming to the Sheriff's Office front entrance to conduct business of the Office. Specific duties and responsibilities may vary according to areas of assignment. Employee is subject to the usual hazards of law enforcement work.

---

### **DUTIES & RESPONSIBILITIES:**

- Operates emergency and non-emergency communication systems; receives requests for service by telephone; obtains and relays necessary information efficiently and accurately; gives callers direction and instruction as necessary.
- Operates numerous highly technical computer systems including the Computer Aided Dispatch (CAD); enters and retrieves information to and from various databases including TCIC/NCIC, Hill County computer systems, and a variety of local, regional, and state emergency response databases.
- Monitors state and national messages, requests, and transactions through TLETS/NLETS while ensuring compliance with Federal and State laws and department policies and procedures.
- Processes, forwards, and maintains records of information obtained or entered; maintains appropriate logs of services requested.
- Operates radio console consisting of numerous talk groups.
- 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.

### **MINIMUM QUALIFICATIONS:**



- Must be at least 18 years of age at date of hire;
- High School Diploma or GED is required;
- Must obtain Texas Commission on Law Enforcement (TCOLE) license within one year of hire date (Tex. Occ. Code § 1701.301; 37 Tex. Admin. Code § 217.27).
- Must successfully complete TCOLE-approved Basic Telecommunicator course, Crisis Communications course, TDD/TTY for Telecommunicators and a TCOLE approved Field Training Course within one year of assignment (Tex. Occ. Code § 1701.405; Tex. Occ. Code § 1701.352).
- Must possess, or have ability to obtain, Texas Driver's License;
- Good driving record;
- Must be of good moral character;
- Must have the knowledge necessary to understand basic operational, technical, and office processes;
- Must pass a thorough background investigation to include an oral interview and psychological exam and drug test.

#### **SPECIAL REQUIREMENTS/KNOWLEDGE, SKILLS & ABILITIES:**

- Make independent judgments and adopt quick, effective, and responsible courses of action at any time;
- Effectively represent the Sheriff's Office in contacts with the public and other law enforcement agencies;
- Establish and maintain cooperative relationships with those contacted during the course of work;
- Possess and maintain a cooperative and positive attitude;
- Required to occasionally work overtime – may include weekends and evenings;
- Required to be bondable under the Sheriff's Official Bond;

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

- Must be able to perform defense tactics against individuals. Requires one or more of the following: prolonged sitting, standing, walking, running, ascending and descending of both interior and exterior stairs. Must be able to work varied days and shift schedules, to include weekends and holidays. Potential exposure to communicable diseases.
- This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any



percentage of time included on each function is only an estimate and may change depending on the specific divisional tasks.

**Benefits:**

- Certification/Education Pay available upon hire
- Specialized Skills Pay available up to \$300/month
- Longevity pay after 3 continuous years of service.
- FREE employee medical, dental and life insurance
- Hill County is a member of the TCDRS retirement system with 7% employee contribution with a 2 to 1 employer match; vested after 8 years of service.

\*All personnel shall complete a minimum 12 month new-hire probationary period

The Hill County Sheriff's Office, a community-oriented team of law enforcement professionals, is seeking to fill immediate openings. If you are a quality individual looking for long-term employment in a rewarding field, please apply today.

To apply, go to: <http://www.co.hill.tx.us/page/hill.Jobs.Openings>

**Download and print the Personal History Statement document. Must be completed by hand by applicant and delivered in person to the Hill County Sheriff's Office.**

Hill County Sheriff's Office  
406 Hall Street  
Hillsboro, TX 76645  
254-582-5313 x231 for any questions or  
[jmotherspau@co.hill.tx.us](mailto:jmotherspau@co.hill.tx.us)