

EMPLOYMENT NOTICE

JOB TITLE: FULL-TIME TELECOMMUNICATIONS OFFICER

DEPARTMENT: BURNET COUNTY SHERIFF'S OFFICE

LOCATION: BURNET COUNTY SHERIFF'S OFFICE 1601 East Polk St. Burnet, TX. 78611

SALARY: COMMENSURATE WITH EXPERIENCE

GENERAL STATEMENT OF DUTIES:

This is a non-supervisory position, which involves protocol and independent judgement. Duties include answering multiple EMG (911) & NON-EMG telephones, radio communications, computer operations for rapid dispatching and documentation into numerous computer formats and other required functions.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Requires multi-tasking during emergency & non-emergency calls. Troubleshooting and problem solving which includes quick thinking and ability to prioritize during emergency and routine conditions. Must maintain a courteous and professional manner while communicating with public, co-workers and officials.

ACCEPTABLE EXPERIENCE AND TRAINING:

Applicants must be at least 20 years of age and must have graduated from high school (or have GED). Experience is preferred. Pre-employment testing is required. Post-employment 4 month training program required. Shift work. Rotating schedule, E/O weekend off. Must be available to work days or nights.

EQUAL EMPLOYMENT OPPORTUNITY:

Burnet County complies with all State and Federal laws re: non-discrimination against any person in job structuring, recruitment, examinations, election, appointment, placement, training, upward mobility, discipline, or any other aspect of personnel administration based upon race, age, religion, color, disability, national origin, sex, political affiliation or belief, or any other non-merit factor. Personnel decisions shall be made on the basis of occupational qualifications and job-related factors such as skill, knowledge, education, experience, and ability to perform specific jobs.

APPLICATIONS:

Each applicant is required to submit an application for employment with pertinent information regarding training and experience. Application forms may be obtained between the hours of 8:00 am and 5:00 pm from Burnet County Courthouse, 220 S. Pierce Street or Human Resources Office, 133 E. Jackson Street, Annex on the Square.

Completed applications will be accepted at the Human Resources Office until filled.