

# **Part-Time Telecommunications Officer**

**Part - Time (12 hour shifts)**

**Salary: \$17.00 per hour**

**Open until filled**

THE VICTORIA COUNTY SHERIFF'S OFFICE

THE COUNTY OF VICTORIA IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.

## **PRINCIPAL DUTIES AND RESPONSIBILITIES**

- Answers phones and facilitates callers with requests for emergency and non-emergency service for police, fire, and emergency medical service.
- Directs caller inquiries and non-emergency calls to the appropriate agency or organization.
- Dispatches law enforcement personnel and notifies support and crisis personnel as needed through the use of multi-channel radio system.
- Operates telephone, computer, radios, tape recorders, intercoms, alarm monitors, and other related equipment.
- Requests and disseminates vehicle registrations, driver's license information, criminal history, and other information through the use of the Texas/National Crime Information Center database computer systems.
- Obtains computer information and disseminates to law enforcement officials and investigators.
- Enters related information into the system.
- Sends and receives teletype information to and from related agencies.
- Maintains records or logs of work performed such as calls assigned to law enforcement officers.
- Sends requests and responses for warrant information to related agencies via teletype.
- Performs other duties as assigned.