



Austin County Sheriff's Office

In accordance with the employment policies of Austin County, The Austin County Sheriff's Office, is accepting applications for Full Time Emergency Dispatch Center Communications Officers

Job description

The Emergency Dispatch Center (EDC) Communications Officers shall be responsible for receiving, processing and disseminating calls for service in an efficient manner in order to attain an appropriate and timely public safety response. Communications Officers must be willing to work during any declared Office of Emergency Management event and accept different hours and days off depending on the demands of the EDC. Communication Officers shall be responsible for carrying out all other assignments as directed by supervisory personnel.

Duties and Responsibilities:

- Answer telephone calls and radio communications, resolve issues, provide information, and communicate effectively
- Handle confidential and sensitive information in a discreet manner
- Receive, process, and disseminate calls for service in an efficient manner to attain an appropriate and timely public safety response
- Independently initiate action consistent with existing policies and procedures, based upon observed situations, and utilizing sound judgment
- Type correspondence, reports and assist in the processing of documents as required
- Communicate and liaise with Command Staff, employees, other agencies and the public in a knowledge, efficient, and courteous manner

To apply, applications are available at the Austin County Sheriff's Office, 417 N. Chesley, Bellville, TX 77418 or online at www.austincountyso.org or www.austincounty.com

For additional information, email Communication Supervisor Dana Garcia at danag@austincountyso.org or call at 979-865-3111.

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