



GONZALES COUNTY SHERIFF'S OFFICE

Matthew J. Atkinson, Sheriff

1713 Sarah Dewitt Dr., Gonzales, TX 78629

(830) 672-6524 Office (830) 672-2517 Fax



Applications may be obtained at the Sheriff's Office or you may print out an application by [clicking here](#).

Position: Full-Time Telecommunications Officer

Salary: \$18.84 per hour without License and \$19.84 with license

Benefits: Paid vacation, holiday and sick leave, Retirement, Health and Life Insurance. Additional benefits are available.

Principal Duties and Responsibilities:

1. Answer phones and facilitates callers with requests for emergency and non-emergency service for police, fire and emergency medical service.
2. Directs caller inquiries and non-emergency calls to the appropriate agency or organization.
3. Dispatches law enforcement personnel and notifies support and crisis personnel as needed through the use of multi-channel radio system.
4. Operates telephone, computer, radios, tape recorders, intercoms, alarm monitors and other related equipment.
5. 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.
6. Obtains computer information and disseminates to law enforcement officials and investigators. Enters related information into the system.
7. Sends and received teletype information to and from related agencies.
8. Maintains records or logs of work performed such as calls assigned to law enforcement officers.
9. Sends requests and responses for warrant information to related agencies via teletype.
10. Willingness to work shift work, holidays and weekends.
11. Performs other duties as assigned.

Minimum Qualifications:

1. TCOLE Telecommunications Operator basic certification or above preferred.
2. If not licensed, must be able to pass extensive background check, drug test, physical, psychological, have no criminal history and the ability to complete telecommunications training and pass state exam within one year.
3. Experience with Computer Assisted Dispatch software
4. HS diploma or equivalent
5. 21 years of age or older
6. Typing speed of 30 wpm or better, experience with computer systems
7. Excellent communications skills
8. Ability to thrive in highly stressful, sometimes emergency situations
9. Willingness to work shift work, holidays and weekends.

Submit applications to: Lynn Wilburn, Chief Deputy

In Memoriam

Deputy Albert Little (1888)

Deputy Robert Coleman (1896)

Sheriff R.M. Glover (1901)

Sergeant David Furrh (2000)