

JOB ANNOUNCEMENT

THE POLK COUNTY HUMAN RESOURCES OFFICE IS NOW ACCEPTING
APPLICATIONS FOR THE POSITION DESCRIBED BELOW:

POLK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

JOB TITLE: ONE (1) FULL-TIME TELECOMMUNICATIONS SUPERVISOR POLK COUNTY SHERIFF

GENERAL STATEMENT OF DUTIES:

Ensures smooth operation of day-to-day dispatching functions of the Police Department. Duties include planning and monitoring the work of dispatchers; general office functions; reading and transmitting telephone and radio messages to and from police field units; and keeping a log pertinent information received during the shift.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: radio transmission procedures and Federal Communications Commission rules and regulations governing operations of radio and teletype transmitting and receiving.

Skill to: use radio and electronic data communications equipment; may be required to type at least 45 words per minute with a high degree of accuracy.

Ability to: train, supervise, motivate, and evaluate staff; communicate effectively, both orally and in writing; establish and maintain effective working relationships with other county employees, employees of other county departments, local and state officials, and the general public; handle several items at one time, during stressful situations; and maintain appropriate necessary certifications.

ACCEPTABLE EXPERIENCE AND TRAINING:

High school graduation, or its equivalent, and at least one year of related experience. Related business or technical school training may be substituted equally for up to one year of experience (special law enforcement telecommunications training and supervisory experience preferred); or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

REQUIRED CERTIFICATES AND LICENSES:

Telecommunications Operator Certification from the Texas Commission on Law Enforcement Officer Standards and Education.

APPLICATIONS WILL BE TAKEN: FROM MONDAY, MARCH 4, 2019 UNTIL FILLED ON THE OFFICIAL FORM. APPLICATIONS AND ADDITIONAL INFORMATION CAN BE OBTAINED BETWEEN THE HOURS OF 8:00 A.M. AND 5:00 P.M. BY CONTACTING:

**POLK COUNTY HUMAN RESOURCES
602 E. CHURCH STREET, SUITE 105
LIVINGSTON, TEXAS 77351
PHONE: (936) 327-6802 * FAX: (936) 327-6879
OR www.co.polk.tx.us under Job Postings.**

* For the purpose of compliance with the American with Disabilities Act (ADA), this job description does not take into account potential reasonable accommodations.