

JOB ANNOUNCEMENT

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

POLK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

JOB TITLE: THREE (3) LABOR POOL TELECOMMUNICATIONS OPERATOR POLK COUNTY SHERIFF

GENERAL STATEMENT OF DUTIES:

Ensures efficient, effective handling of all incoming telephone or two-way radio calls from the public, county department, or other departmental or law enforcement personnel; and performs necessary documentation.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

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

Skill to: use radio and electronic data communications equipment; **Operate a computer with recommended typing speed of 30 net words per minute with a high degree of accuracy (must submit a typing certificate from the Work Force or Polk County).**

Ability to: communicate effectively both orally and in writing; establish and maintain effective working relationships with other county employees and the general public; speak clearly and concisely; and handle several items at one time, possibly in a stressful situation; keep accurate records; and maintain appropriate necessary certifications.

ACCEPTABLE EXPERIENCE AND TRAINING:

High school graduation, or its equivalent, related experience desirable (related business or technical school training may be substituted equally for experience, special law enforcement telecommunications training desirable but not required; 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 required for the positions in Sheriff's Office, or within one year of employment.

APPLICATIONS WILL BE TAKEN FROM WENDESDAY, OCTOBER 25, 2017 UNTIL FILLED ON THE OFFICIAL FORM. APPLICATION FORMS OR 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 Americans With Disabilities Act (ADA), this job description does not take into account potential reasonable accommodations.