

## **Harris County Sheriff's Office**

1200 Baker Street  
Houston, Texas 77002  
713-921-8891 (Recruiting)  
713-921-8890 (Job Line)

**Position: Communications Officer**

**Beginning Salary:** \$27,123 / \$13.04 hr – Top Salary: \$39,956 / \$19.21 hr

### **Benefits:**

- Paid Vacation
  - Entry Level – Accrues 3 hours per pay period
  - Top Level – Accrues 7.5 hours per pay period
- Paid Holidays
  - Ten (10) 8-hour Annual Holidays
  - One (1) 8-hour Floating Holiday of employee's choice
- Sick Time
  - All levels – Accrues 3 hours per pay period
  - 24 hours annually allowed for family sick time
- Retirement
  - TCDRS
    - 7% mandatory employee contribution
    - 10.43% Harris County contribution
  - 457 Deferred Compensation Program
  - Savings Bonds Programs
- Insurance
  - Aetna Open Access – full health, dental and vision coverage for employee, 50% dependant coverage
  - Life & Accidental Death
  - Optional Term Life
  - Long Term Disability
  - Workers Compensation
- Incentive Pay
  - Bilingual Pay (6 months service and must pass written/oral exam)
  - Longevity Pay
  - Education/Training Pay
    - 60 semester hours college/Associates Degree - \$110/mo
    - Bachelors Degree - \$265/mo
    - Master/Doctorate Degree - \$375

### **Qualifications:**

- Must be at least 18 years of age
- Must be able to work shift work, including holidays
- High School Diploma or equivalent
- Must pass an extensive background investigation
- Must pass a physical and psychological exam. Costs are paid by the applicant
- Must pass skills and typing exams approved by the department
- Must be available for interview
- Must be available to participate in an on-site orientation prior to hiring

**APPLICANTS MAY APPLY ON-LINE AT  
[www.hcso.hctx.net](http://www.hcso.hctx.net)**