

Harris County Sheriff's Office

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

Position: Temporary Communications Officer

Hourly Rate : \$14.58/hour – 2 – 4 years experience
\$19.21/hour – 5+ years experience
16 – 32 hours weekly

Duties:

- Answer incoming emergency and non-emergency calls utilizing the VESTA Meridian telephone system
- Answer incoming calls from the hearing/speech impaired community via a TTY
- Operate and communicate with law enforcement field units over assigned radio frequencies
- Operate local, regional, state and federal criminal justice systems
- Operate and communicate with Sheriff's Office personnel over administrative telephone systems
- Communicate, via telephone, radio, and in person with irate and/or upset persons in a calm and professional manner in order to obtain necessary information.
- Communicate via telephone or teletype with other public safety agencies to obtain or give necessary information
- Accurately and efficiently enter call for service requests via a computer aided dispatch (CAD) system

Qualifications:

- Must be at least 18 years of age
- Must be able to work a minimum of 16 hours a week
- High School Diploma or equivalent
- Must pass a background investigation
- Must pass a polygraph examination
- Must be able to provide proof of calltaking/radio dispatch experience
- Must be able to provide proof of training and/or certifications
- Previous experience with Vesta Meridian telephone system preferred
- Previous radio dispatch experience preferred

**APPLICANTS MAY OBTAIN AN APPLICATION AT
HARRIS COUNTY SHERIFF'S OFFICE
601 LOCKWOOD
HOUSTON, TX 77011**

(INDICATE INTEREST IN "TEMPORARY" POSITION ON APPLICATION)