

# COUNTY OF CAMERON



## EMPLOYMENT OPPORTUNITY

DATE: January 9, 2019

DEADLINE: Until Filled

**POSITION:** SEASONAL BEACH PATROL DISPATCHER

**JOB LOCATION:** Cameron County Parks & Recreation Department  
(Isla Blanca Park)

**SALARY:** \$10.00 per hour

**QUALIFICATIONS:** High School graduate or GED. Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records and other office procedures and terminology. Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems. Knowledge of computer hardware and software, including applications. Must be able to work under pressure and respond promptly to lifeguard and external agency calls. Must be able to type at least 35 wpm, be able to handle a high stress environment, and have outstanding communication skills; Communicate effectively in English verbally and in writing; Valid State of Texas Driver's License with good driving record. Weekend, Holiday, and evening work required.

**DESCRIPTION OF DUTIES:** Determines response requirements and relative priorities of situations, and units in accordance with established procedures. Records details of calls, dispatches, and messages. Questions lifeguards to determine their locations, and the nature of their problems to determine type of response needed; Receives incoming telephone or radio calls regarding emergency and non-emergency calls. Relays information and messages to and from emergency sites, to law enforcement agencies, and to all other individuals or groups requiring notification; Maintains access to, and security of, highly sensitive materials. Maintains files of information relating to emergency calls such as personnel rosters, and reports; Performs other related duties as assigned. This is not a Civil Service covered position.

**HOW TO APPLY:** Cameron County  
**Human Resources/Civil Service/Safety Risk Dept.**  
1100 E. Monroe St. Suite 118  
Brownsville, TX 78520

**AA/EEO/MFD EMPLOYER**