

COUNTY OF CAMERON



EMPLOYMENT OPPORTUNITY PLEASE POST CIVIL SERVICE

DEADLINE: Until filled

POSITION: DISPATCHER

JOB LOCATION: Cameron County Sheriff Department

SALARY: \$23,592.00 per year

QUALIFICATIONS: High school graduate or GED. Knowledge in computer software and ability to train in a TCLEOS TELE type school and pass exam within one year. Must be able to work under pressure and respond promptly to officer 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 both English and Spanish as well as verbally and in writing.

DESCRIPTION OF DUTIES: Under the direction of the supervisor of communication. Receives regular and emergency phone calls. May assemble, organize and tabulate statistical data and prepare routine statistical reports and charts. Operates the N.C.I.C. and the T.C.I.C; dispatcher is on call 24 hours a day for emergency situations, other duties as assigned. This position is subject to a six months probation period prior to Civil Service eligibility. Must submit to the Civil Service clerical exam.

BENEFITS: Cameron County offers excellent fringe benefits, including: health and life insurance sick and annual leave retirement system and paid holidays.

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