

JOB ANNOUNCEMENT

THE LIBERTY COUNTY HUMAN RESOURCE DEPARTMENT IS NOW ACCEPTING APPLICATIONS FOR THE POSITIONS DESCRIBED BELOW:

*** LIBERTY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER ***

**Job Titles: Full-Time Dispatcher / Part-Time Dispatcher
Salary: Full-Time: \$24,500.00 yearly / Part-Time: \$9.47 hourly**

General Statement of Duties:

- Receive incoming calls from the public, county departments, or other departmental or law enforcement personnel; and performs necessary documentation.
- Receive 911 telephone calls.
- Provide professional contact with private citizens and public officials related to the activities performed by the Communications Division.
- Maintain radio communications with all personnel (local, county, state, federal) involved in public safety utilizing the Department's radio frequency as per established protocol and procedures when applicable.
- Establish and maintain liaison with all local, county, state, federal officials and other public officials related to aspects of the Communications Division when applicable.
- Maintain communication on a daily basis with immediate supervisor.
- Maintain liaison with other divisions of the Department.
- Coordinate and prioritize calls for service involving Law Enforcement agencies, Emergency Medical Services, and Fire Departments.
- Perform such other duties as may be assigned.

Required Knowledge, Skills, and Abilities:

- High School Graduation or its equivalent.
- Clerical work experience or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
- Must be able to work shift work.
- Must be able to work holidays, weekends, and overtime including days off.
- Must be able to multitask and work under high levels of stress for 8-12 hours.
- Strong typing and computer skills, excellent people and communication skills.

Applications may be obtained from the Treasurer's Office, Sheriff's Office, and the Cleveland Annex

**Treasurer's Office - Mon-Fri 8a.m.-5p.m.
1923 Sam Houston, Room 102 Liberty, TX 77575 (936) 336-4646**

**Liberty County Sheriff's Office - open 24 hours, 7 days a week
2400 Beaumont Avenue Liberty, TX 77575 (936) 336-4500**

**Cleveland Annex - Mon-Fri 8a.m.-5p.m.
304 Campbell Cleveland, TX 77327 (281) 593-8440**