

**CASS COUNTY, TEXAS
POSITION VACANCY
PLEASE POST**

Job Title: DISPATCHER		Job Announcement Number: SOD 23-0001	
Department: CCSO/Jail	Salary: \$16.50/HR	Position Type: Full Time: <input checked="" type="checkbox"/> Part Time: <input type="checkbox"/> Temporary: <input type="checkbox"/>	
Additional Position Information: The jail is staffed 24 hrs a day, 7 days a week; and shift work is required. FLSA Non-Exempt			
POSITION DESCRIPTION			
Summary Statement of Work Performed: Dispatcher receives complaints or calls from the public for assistance; broadcasts orders to direct appropriate services provided to the given address. Relays instructions or questions to/from remote units. Records and logs calls received, checks and maintains current information on computer. Monitors radios and maintains contact with operating units. Operator will be responsible for answering and dispatching 911 calls. Requires specialized training in radio techniques and handling of emergency response units.			
POSITION SPECIFICATIONS			
Education: High School Graduate or Equivalent			
Personal Job-Related Skills: Must be able to type. Some computer skills will be helpful but not necessary, as department will train new employee. Must be able to communicate well with both inmates and the general public in sometimes stressful situations. Must be able to work any shift assigned. May be on call at anytime. Knowledge of Cass County geographic locations will be beneficial to the job.			
Licensure, Registry or Certification: Telecommunication Certification is preferred, but not required.			
Experience:			
1. Prior Work Experience: Previous experience as a Dispatcher is preferred.			
2. Technical Training:			
Physical and Mental Requirements: Must be able to work in the closed environment of the Jail. Position requires considerable walking and standing. Frequent bending, stooping and reaching are required, along with some lifting. Must be able to deal effectively with stress. Must be able to follow standard operating procedures. Jail Standard Guidelines, and written and oral instructions from supervisors. Must be able to pass medical and drug screen.			
UNTIL FILLED		HOW TO MAKE APPLICATION	
An official Cass County Application must be received by Cass County Treasurer Melissa Shores, 2 nd Floor, Cass County Law Enforcement and Justice Center, 604 Highway 8 N Linden, TX		For An Application Contact: Cass County Treasurer PO Box 152- Linden, TX 75563 2 nd Floor, Cass County Law Enforcement and Justice Center or Go to www.co.cass.tx.us ; County Offices; Treasurer to print out an application from the County website.	
Resumes without an application form will not be accepted		EQUAL OPPORTUNITY EMPLOYER Auxiliary aids and services are available upon request to individuals with disabilities.	