



DAVID SOWARD
SHERIFF
1108 Campbell Avenue
Jourdanton, Texas 78026

10/18/2018

Atascosa County Sheriff's Office has an immediate opening for a FULL TIME Communications Officer. Two additional positions for FULL TIME will open January 1st, 2019.

\$44,265/year includes: \$120/month uniform, \$150/month holiday

Communications Officer

- Answer multi-line telephones including E9-1-1 lines
- Communicate with hearing/speech-impaired citizens by operating the Telecommunications Device for the Deaf (TDD)
- Communicate effectively, courteously, and clearly, verbally and in writing; includes speaking distinctly, responding promptly, hearing in the normal range, to protect the safety of law enforcement, firefighters, and EMS personnel including volunteers, and the public
- Simultaneously listen to and comprehend both telephone and radio traffic
- Comprehend and apply Center policies, procedures, rules and regulations, and City and County ordinances
- Document all calls for service and activity, location and status in the computer aided dispatch system for public safety personnel and/or paper or electronic logs, quickly disseminating information
- Simultaneously input, retrieve, and maintain information, reading from both computer screens and printouts, and operating up to two keyboards at once
- Operate the Texas Law Enforcement Telecommunications System in accordance with TCIC/NCIC policies and procedures
- Operate multi-channel public safety radio system
- Dispatch appropriate public safety personnel for routine and emergency calls for service
- Concentrate on assigned tasks through many distractions
- Read and interpret maps
- Read written materials prepared in handwritten and multi-font print formats
- Remain calm under stressful conditions and emergency situations
- Maintain all required certifications and attend on-going training/conferences



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- Notifies Public Works and Utilities personnel after hours and on weekends of calls for service, and dispatches such personnel to service calls
- Must be able to perform a variety of tasks, often changing quickly from one task to another without loss of efficiency or composure

Other Duties / Functions

- Ability to carry out duties independently and as a team
- Performs other related duties as assigned
- Must not pose as a threat to the health/safety of self or others

Emotional / Physical

While performing the duties of this position, the Communications Officer will be exposed to a high stress environment ... such as:

- emotional and hostile individuals,
- emergency situations,
- situations requiring multi-tasking;

Subjected to daily and prolonged repetitive motor movements ... such as:

- Specific vision abilities required by this job include close, distance and peripheral vision; depth perception, and the ability to adjust focus
- Must wear a headset for the entirety of a shift
- Differentiate various verbal and non-verbal auditory cues at variable intensities
- Sitting for extended periods of time,
- Viewing multiple monitors for extended periods of time,
- Talking on the telephone and/or radio,
- Walking
- Stooping
- Movement of various supplies and/or equipment (lifting, pushing, and pulling) of 25 pound or greater loads. The request for assistance with extremely heavy object(s) is required for personal and material safety.



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Schedules

- Communications Officers must be willing to work any shift, including over-nights, weekends, and holidays
- Normal work schedules could be 8, 10 or 12 hour shifts and are subject to change
- Unscheduled hours may be required in the case of excessive workloads, unforeseen personnel shortfalls, or emergency situations. "On call" availability may be required
- Regular work attendance is essential. Communications Officers must arrive at work on time, prepared to perform assigned duties, and work assigned schedule
- Requested accommodations to work hours and schedules are considered on an individual basis
- Communications Officers will be required to attend job related seminars, conferences, and/or training. Attendance could require out of town travel with/without overnight stay

Security Requirements

Must be able to obtain and maintain a Texas Department of Public Safety (DPS) CJIS security clearance. For more information on CJIS requirements visit the Texas DPS CJIS System Access policy and chart within the documents section: <https://www.txdps.state.tx.us/SecurityReview/documents.htm>

All inquiries should be made to:

Jymie J. Perna
Communications Supervisor
Jymie.Perna@acso-tx.org
830-769-3434 x2252