

UPSHUR COUNTY SHERIFF'S OFFICE

JOB OPPORTUNITY ANNOUNCEMENT

POSTING DATE: SEPTEMBER 12, 2017

AVAILABLE DATE: OCTOBER 20, 2017

POSITION: COMMUNICATIONS OFFICER

DEPARTMENT: COMMUNICATIONS

BEGINNING SALARY: \$1,173.40 Semi-Monthly / Hourly Employee paid on a Salary Basis

REQUIREMENTS:

- Must be at least 18 years of age
- High School graduation or its equivalent
- Must not have been convicted of a Misdemeanor A or above
- Must not have been convicted of a Misdemeanor B in the last 10 years
- Must have ability to understand and carry out oral and written instructions, departmental policy, rules, regulations and laws;
- Must be able to handle difficult situations among persons of widely divergent backgrounds;
- Must be able to establish and maintain effective working relationships with departmental employees, prisoners and the general public;

ACCEPTABLE EXPERIENCE AND TRAINING:

- Telecommunicator certification by the Texas Commission on Law Enforcement;
- Six months experience in law enforcement in the State of Texas preferred but not required; or
- Any equivalent combination of experience and training which provides the required knowledge, skills and abilities, and meets state statutes.

REQUIRED LICENSES AND CERTIFICATION

- Valid Texas motor vehicle operator's license is required;
- Certification as a Telecommunicator by the Texas Commission on Law Enforcement either upon entry into job or to be obtained within the first 12 months of employment.

To be considered you must complete an employment application in full and turn it into the Upshur County Sheriff's Office. Open until filled. If you have completed an application in the last two years, you can notify the Sheriff's office that you want to be considered for this position and they will pull your application and put it in the group to be considered.

UPSHUR COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER / AFFIRMATIVE ACTION EMPLOYER