



<b>To: All Personnel</b>	<b>From: Captain Ryan Mikulec</b>
<b>Date: January 1, 2024</b>	<b>Re: Telecommunications Officer Vacancy</b>

**THE VICTORIA COUNTY SHERIFF'S OFFICE  
THE COUNTY OF VICTORIA IS AN  
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.**

**General Duties:**

- Excellent communication skills
- Ability to thrive in highly stressful, sometimes emergency situations
- Ability to obtain Telecommunications Operator certification from TCOLE
- Willingness to work shift work, holidays, and weekends
- This position is considered "Essential Personnel", which requires being on duty to respond during emergency situations including, but not limited to, natural and /or man-made disasters.

**Specific Duties:**

- Answers phones and facilitates callers with requests for emergency and non-emergency service for police, fire, and emergency medical service.
- Directs caller inquiries and non-emergency calls to the appropriate agency or organization.
- Dispatches law enforcement, fire, and emergency medical personnel and notifies support and crisis personnel as needed through the use of multi-channel radio system.
- Operates telephone, computer, radios, tape recorders, intercoms, alarm monitors, and other related equipment.
- Requests and disseminates vehicle registrations, driver's license information, criminal history, and other information through the use of the Texas/National Crime Information Center database computer systems.
- Obtains computer information and disseminates to law enforcement officials and investigators. Enters related information into the system.
- Sends and receives teletype information to and from related agencies.
- Maintains records or logs of work performed such as calls assigned to law enforcement officers.
- Sends requests and responses for warrant information to related agencies via teletype.
- Performs other duties as assigned.



**Minimum Qualifications:**

- HS diploma or equivalent
- 21 years of age or older
- Typing speed of 35 wpm or better; experience with computer systems
- Ability to pass a basic spelling and aptitude test
- Excellent communication skills

**Experience:** preference will be given to applicants with TCO or “Call-Taker” experience in Windows Based Computer Assisted Dispatch (CAD) like or similar system to the Victoria County Sheriff’s Office Communications

**Salary Range:**            \$21.76 per hour

**Closing Date:** Open until Filled

**Submit applications to:**    Lt. Greg Kouba, Training Coordinator

**Victoria County Sheriff’s Office  
101 N. Glass St.  
Victoria, Texas 77901**