



**Position:** Telecommunicator  
**Department:** Sheriffs Office  
**Posted:** 5/02/2023  
**Closing Date:** Position(s) Will Remain Open Until Filled

**Description:**

Performs all work related to all communications activities of the Sheriffs Office. Receives and dispatches all requests for police. Works closely by telephone, radio, teletype, and computer or in person with other employees of the department, other departments, and agencies as well as the public.

- Provides excellent service to all members of the Matagorda County Sheriffs office, including County staff, the general public, and all other work contacts.
- Afford all citizens highly efficient and professional protection and services
- Communicates by radio, telephone, teletype and operate a terminal of the Texas/National Crime Information Center.
- Performs computer-assisted and manual records checks for officers on individuals, locations, vehicles and other property, verify warrants or reports of stolen property.
- Maintains, updates, and accesses various logs and computer data files for all deputy activities.
- Enters and removes information into/from Texas/National Crime Information computer systems.
- Must be able to rotate shifts, as needed, but will be assigned a day or night shift.
- Must be able to work nights and weekends as needed or assigned.
- Other duties as assigned.

**MINIMUM JOB REQUIREMENTS**

**EDUCATION AND EXPERIENCE**

High School Diploma or GED; practical experience in Law Enforcement or Telecommunications is preferred, but not required - we will train the right person.

**LICENSES AND CERTIFICATES**

Valid Class C Texas driver license; must be able to complete trainings and pass tests for TCIC/NCIC and Basic Telecommunications Certifications within six months of employment.

**BENEFITS**

- Holiday Pay
- Vacation Pay
- Sick Leave
- Blue Cross Blue Shield Insurance (Provided by employer)
- Other benefits explained during interview.

Applications are available online at <https://www.co.matagorda.tx.us> and may be submitted to: Matagorda County Sheriffs Office 2308 Ave F, Bay City TX 77414 \* Attention Sgt. Adriana Ruiz OR emailed: [aruiz@co.matagorda.tx.us](mailto:aruiz@co.matagorda.tx.us)