

Washington County

911 Tele-Communications Officer

Full-Time position available. Must be able to cover days, nights, weekends and/or holidays.

Responsibilities/duties include but not limited to:

- Receiving emergency and non-emergency calls
- Directing call information to the correct emergency responders to ensure the public receives prompt help
- Working directly with the public & law enforcement by telephone and radio in emergency situations
- Maintain logs, enters information utilizing a CAD system, and respond to requests for information
- Must have ability to work on multiple tasks at the same time
- Ability to maintain composure during highly emotional and stressful situations.
- Good verbal and written communication skills

**APPLICATIONS ARE AVAILABLE AT AND
RETURNABLE TO**

Human Resources Office

Washington County Annex Building

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Email: hr@washingtoncountytexas.gov

www.co.washington.tx.us

Equal Opportunity Employer