

MONTAGUE COUNTY SHERIFF'S OFFICE

Sheriff Marshall Thomas
(940) 894-2491 Administration



(940) 894-2871 Communications
(940) 894-2114 Facsimile

05/07/2018 JOB OPENING

Montague County Sheriff's Office is currently accepting applications for the position of part time Communication Officer.

This employee reports to the communication supervisor and is responsible for radio communications with all county law enforcement departments and mobile patrol units. They will also dispatch for all the volunteer fire departments, county wreckers, Emergency Medical Services and Game Warden. They will maintain the proper logs and reports on all calls for service. They will be responsible for answering the 911 phones at all times and other department phones. They should be efficient in operating the department's computer system, the TCIC/NCIC computer system, the 911-computer system. They will make inquiries in the TCIC/NCIC computers in compliance with the TLETS contract. They will maintain logs for wreckers, security checks, extra patrol requests, vehicle repossessions, loose livestock, emergency resource log, and impound records. They will monitor business alarms and the courthouse security alarms. They will be responsible for notification of needed employees and other emergency personnel. They will assist the jail in identification of wanted people and criminal histories of inmates. They will be responsible for the integrity of the warrant system and maintain same. They will send teletypes in response to warrant confirmation. They will maintain the original copy of all warrants issued to the department and will also maintain the confirmed warrants. They will be proficient in the use of the 911 and Telecommunication Device for the Deaf. They will assist the National Weather Service, Emergency Management Coordinator, Fire Marshal and local weather watchers. Employee must obtain the Texas Commission on Law Enforcement Standards and Education 40-hour Telecommunication and Detention Officer license. They are responsible for the constant surveillance of monitors for the safety and security of the inmates, visitors, and staff. They control the access to the doors in the facility. They monitor the front and back doors as well as employee entrance, kitchen entrance, and sally ports. They are responsible for answering the telephone on jail calls and makes calls for jailers when requested. They monitor control equipment for problems and monitors and turns on the gas pump for deputies. Employee shall be certified as a Detention Officer by TCLEOSE. Starting salary is \$15.00 a hour three days a week midnight to 0800am on Friday, Saturday, and Sunday. May also include covering some shifts when needed.

Applications will be accepted until position is filled and may be picked up at the Montague County Sheriff's Office or you can find it online at www.montaguesheriff.com