

# MONTAGUE COUNTY SHERIFF'S OFFICE

Sheriff Marshall W. Thomas  
Chief Deputy Jack Lawson



(940) 894-2491 Administration  
(940) 894-2871 Communications

## COMMUNICATIONS OFFICER

### REPORTS TO:

Communications Sergeant

### JOB OVERVIEW:

The Communications Officer is the operator of the brain center of the Sheriff's Office. Vast amounts of information come into and go out of Communications. The Communications Officer is oftentimes the link between the Sheriff's Office and the public. The successful Communications Officer has effective communication skills, a calm demeanor, and tremendous multi-tasking abilities.

### RESPONSIBILITIES AND DUTIES:

- Officer safety and safety of the public.
- Operating police, fire and ambulance radio traffic.
- Answer all incoming telephone calls into the Sheriff's Office.
- Answer 9-1-1 calls.
- Dispatching for 13 fire departments and 3 ambulance services within the county.
- Dispatching for Sheriff Deputies, Nocona PD Officers, Saint Jo PD Officers, Texas Highway Patrol, and the Texas Game Warden.
- Entering and maintaining the integrity of all arrest warrants for Montague County, Nocona, Saint Jo, and Highway Patrol.
- Operate and control electronic doors in the jail.
- Operate and control electronic doors in the Courthouse and Annex building.
- Required to pat down or strip search inmates when requested by jail staff.
- Operate and control intercom communication within the facility.
- Maintain logs for wreckers, security checks, extra patrol requests, vehicle repossessions, loose livestock, emergency resources and rotation cowboys.
- Monitoring cameras in and around the jail facility.
- Control the facilities fuel pump.

### QUALIFICATIONS:

- High School diploma or GED
- Be able to attend and pass a 48-hour licensing course and pass a state required test to obtain a license in communication.
- Clear speaking voice
- Be able to multi-task
- Be able to operate computer systems and other electronic equipment.
- Shall be certified as a Detention Officer by TCOLE within the first year of employment.
- Having not been arrested for any reason within the past 5 years, no matter the disposition of the arrest.
- Not having a conviction of Driving While Intoxicated or Driving Under the Influence of Drugs within the past 5 years.
- Not ever been convicted of any type of felony offense.