



HARDIN COUNTY SHERIFF'S OFFICE

P.O. Box 1990
Kountze, Texas 77625

Mark L. Davis
SHERIFF

Office: (409) 246-3441

Fax: (409) 246-3277

NOW ACCEPTING APPLICATIONS FOR THE FOLLOWING POSITION

Position	Telecommunications Operator (Dispatcher)
Job Type	Full-Time
Exempt Status	Non-Exempt (Hourly)
Pay	\$24.81/ Hour
Application Period Opens	October 6, 2025
Application Period Closes	Until Filled

Hardin County Sheriff's Office is seeking qualified applicants for a Full-Time Telecommunications Operator (TCO) position. Full-Time TCOs are scheduled for a minimum of 80 hours per pay-period.

Essential Duties and Responsibilities

The duties of an HCSO Telecommunications Operator includes, but is not limited to: Answers all incoming calls to the Dispatch Center, ascertains nature of call, and obtains all necessary information from the caller in order to transmit or relay information properly; Dispatches Sheriff's Deputies, Police, Fire/EMS, and other First Responders for emergency and non-emergency response; Records and broadcasts the nature and location of incidents; Contacts all required personnel and other local concerns; Monitors all telephones, including 9-1-1, and radio talk groups in the HCSO Dispatch Center.

The purpose of this position is to ensure the safety of the County's residents and employees through the proper handling of the County's emergency services by answering and responding to emergency and non-emergency calls for service; evaluating and prioritizing needs of caller; directing calls to the appropriate staff, officers, agencies, and/or other personnel as necessary to respond to calls; and operating various types of communications equipment. Other duties include maintaining knowledge of communication regulations and rules, entering information into federal, state and local databases as necessary, troubleshooting communications equipment and interacting with other County personnel and citizens.

Qualifications

Minimum qualifications include: Graduation from a High School or GED equivalent; Working knowledge of computers and of modern office practices and procedures; Skill or ability to type and enter information accurately; Ability to effectively meet and work with the public; Ability to communicate effectively verbally and in writing; Ability to use computer, radio and other electronic data equipment; Handle several items/tasks at one time during stressful situations; Understand and follow instructions, policies, rules and regulations; analyze information and formulate quick, effective, and reasonable responses; Ability to work rotating shifts, weekends, holidays, and before, during and/or immediately after an emergency (such as a hurricane); Telecommunications Operator Certifications from TCLEOSE and TLETS preferred, or the ability to obtain within one (1) year of employment.

Hardin County is an Equal Opportunity Employer

The County of Hardin strives to provide employment and promotional opportunities based solely upon qualifications, skills, and performance, without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, political affiliation, veteran's status, or any other unlawful basis.

Submit Applications to

Hardin County Human Resources Department, Hardin County Courthouse, Room B107; or mail to: P.O. Box 817, Kountze, Texas 77625.