

## **DISPATCHER NEEDED**

Hiring for **Day shift only** (6am – 6pm) must be able to work every other weekend and holidays. Starting annual salary of \$33,057 plus holiday pay and overtime including paid insurance and retirement. Applications will be accepted until June 3, 2025. Please go to the Concho County Website, check the summary of responsibilities as well as knowledge and skills required under “Employment Opportunities: JOB OPENINGS”. Email you application and resume to: [karen.spoons@conchosherriff.com](mailto:karen.spoons@conchosherriff.com) or [nicole.price@conchosherriff.com](mailto:nicole.price@conchosherriff.com) or you may drop them off at the Eden Sheriff’s office or Courthouse in Paint Rock. Background check, physical and drug test required. EOE

# **CONCHO COUNTY 911 DISPATCHER JOB DESCRIPTION**

## **JOB SUMMARY**

Under the supervision of a higher classified employee, is responsible for receiving calls, dispatching cars and personnel, maintaining required records, maintaining and updating department computer systems. This position is a seven-day-per-week, 24-hour-per-day operation. Work schedules will include nights, weekends, holidays, and unanticipated overtime.

## **ESSENTIAL DUTIES**

Responsible for in-coming emergency and non-emergency calls via phone, radio, and emergency hook-ups from Sheriff's road patrols, DPS, fire departments, ambulance service and the public, which requires sitting for prolonged periods of time.

Eyesight corrected to 20/20 and hearing in both ears not less than 40db, listening and talking by telephone, using finger and wrist dexterity in the operation of a computer terminal, viewing a computer screen and handwriting notation.

Enters and retrieves various information in the TLETS and NCIC computer systems.

Upon receipt of calls, makes the decision as to what deputies or fire units are to be notified and verbally provides pre-arrival emergency medical care/dispatching instructions, at times, during life-threatening situation.

Enters warrants into NCIC, maintains warrant files, and cancels warrants when appropriate.

Prepares and maintains required records and reports on all calls received as to nature, time, car number, personnel assigned, location of request and by whom made.

Performs a variety of related duties as required.

## **SKILL, KNOWLEDGE AND ABILITIES IN:**

Ability to spell accurately.

Ability to operate computer keyboard.

Ability to exercise good judgment.

Think quickly.

Copy accurately and speak clearly and concisely.

Knowledge of the geography of Concho County preferred and the ability to quickly and accurately read and understand maps and effectively direct emergency response and/or department personnel to the scene of a crime or incident.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

### **PHYSICAL DEMANDS**

Duties require sufficient mobility to work in a normal office setting and use standard office equipment including a computer, vision to read printed materials and a VDT screen and hearing a speech sufficient to communicate to person or over the telephone or radio.

Position requires, reaching, sitting, talking, hearing, and seeing.

These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

### **EDUCATION**

Possession of a high school diploma or GED.

Applicant must be eighteen (18) years of age or older.

### **SELECTION PROCESS**

Must successfully pass the state mandated test for dispatcher and obtain state license, and complete interview, and background survey as prescribed by TX Commission on Law Enforcement.

### **AN EQUAL OPPORTUNITY EMPLOYER**



# **CONCHO COUNTY EMPLOYMENT APPLICATION**

**Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job related medical condition or handicap. The information requested will not be used to discriminate against any qualified applicant or employee.**

**CONCHO COUNTY**  
An Equal Opportunity Employer

**Be sure that the Treasurer's Office/Human Resources Department receives your completed application.**

INSTRUCTIONS: All applications for employment with Concho County must be made on this form. Consider each question carefully. YOU MUST ANSWER ALL QUESTIONS. If a question is not applicable, enter "N/A". Please print legibly. Resumes will be accepted as additional information, but not in place of a completed application.

|  |  |           |  |         |  |   |  |
|--|--|-----------|--|---------|--|---|--|
| Last   |  | First     |  | Initial |  | Social Security Number:   |  |
| Name:  |  |           |  |         |  |   |  |
| Position Desired:  |  |           |  |         |  | Today's Date:<br>(mm/dd/yyyy)   |  |
| Street Address:  |  | City      |  | State   |  | Zip   |  |
| Phone Number:  |  | Area Code |  | Number  |  | Driver's License Number:<br>(If job you're applying for requires one) |  |
|  |  |           |  |         |  | State Number  |  |
| <p>YES NO Please attach additional information, if needed, to answer details of the following questions.</p> <p><input type="checkbox"/> <input type="checkbox"/> Can you submit proof of age, if hired? All applicants must be at least 18 years of age (21 if applying for a deputy sheriff position).</p> <p><input type="checkbox"/> <input type="checkbox"/> Have you ever been convicted of a felony? If YES, give details: _____</p> <p><input type="checkbox"/> <input type="checkbox"/> Are you legally eligible to work in the U.S.? (Verification will be required if hired).</p> <p><input type="checkbox"/> <input type="checkbox"/> Are you related by blood or marriage to _____ If YES, give name and relationship: _____<br/>any CONCHO COUNTY employee/official?</p> <p><input type="checkbox"/> <input type="checkbox"/> Have you previously been employed by Concho County? If YES, answer the following: When: _____<br/>Position: _____ Reason for leaving: _____</p> <p><input type="checkbox"/> <input type="checkbox"/> Are you currently employed? May we contact your current employer? _____</p> <p><input type="checkbox"/> <input type="checkbox"/> Have you made an application before? If YES, when: _____</p> <p>Date available to begin work: _____ Starting salary desired: _____</p> |  |           |  |         |  |   |  |

**EDUCATION**

|  | Name and Location | Major Subject(s) | No. of Years Completed | DIPLOMA Degree |
|--|-------------------|------------------|------------------------|----------------|
| High School  |                   |                  |                        |                |
| College  |                   |                  |                        |                |
| College  |                   |                  |                        |                |
| Graduate School                                    |                   |                  |                        |                |
| Other (Trade, business, or professional school):   |                   |                  |                        |                |
| Other course work applicable to this type of work: |                   |                  |                        |                |

**U.S. MILITARY SERVICE**

|  |  |                    |  |                    |  |
|--|--|--------------------|--|--------------------|--|
| Number of years served:  |  | Branch of Service: |  | Rank at discharge: |  |
| Duties:  |  |                    |  |                    |  |
| <p>YES NO</p> <p><input type="checkbox"/> <input type="checkbox"/> Are you a member of the National Guard or Reserve? <input type="checkbox"/> Active <input type="checkbox"/> Inactive</p> <p><input type="checkbox"/> <input type="checkbox"/> Do you anticipate any active duty, including reserve training, in the future?</p> |  |                    |  |                    |  |

Start with your present or most recent job (including military service). Provide employer information for the last 10 years and any other work history you feel is relevant. Attach additional sheets, or extra copies of this page, if necessary.

## PREVIOUS EMPLOYMENT

|                                     |       |                    |                  |                |
|-------------------------------------|-------|--------------------|------------------|----------------|
| (1) Present or most recent employer |       | Phone              | Area Code        | Number         |
| Address:                            |       | City               |                  | State Zip      |
| Job Title:                          |       | Supervisor's Name  |                  |                |
| Dates Employed:                     | From: | To:                | Starting Salary: | Ending Salary: |
| Reason for leaving:                 |       |                    |                  |                |
| Your duties:                        |       |                    |                  |                |
| (2) Previous employer               |       | Phone              | Area Code        | Number         |
| Address:                            |       | City               |                  | State Zip      |
| Job Title:                          |       | Supervisor's Name: |                  |                |
| Dates Employed:                     | From: | To:                | Starting Salary: | Final Salary:  |
| Reason for leaving:                 |       |                    |                  |                |
| Your duties:                        |       |                    |                  |                |
| (3) Previous employer               |       | Phone              | Area Code        | Number         |
| Address:                            |       | City               |                  | State Zip      |
| Job Title:                          |       | Supervisor's Name: |                  |                |
| Dates Employed:                     | From: | To:                | Starting Salary: | Final Salary:  |
| Reason for leaving:                 |       |                    |                  |                |
| Your duties:                        |       |                    |                  |                |

## LICENSES / EQUIPMENT / MACHINES OPERATED Attach additional sheets if necessary.

|  |  |               |
|--|--|---------------|
| Computers, Office Equipment:               |  | Typing (wpm): |
| Licenses (CDL, electrician, etc.):         |  |               |
| Heavy / light equip., machinery:           |  |               |
| Mechanical, repair experience:             |  |               |
| Special skills / training (welding, etc.): |  |               |
| Other:                                     |  |               |

## PRE-EMPLOYMENT STATEMENT Please read the following carefully, then sign and date where indicated.

I authorize Concho County to make any inquiries they desire regarding my education, employment, ability, habits, and personal character for the purpose of determining my fitness for employment. I also authorize previous employers or any other persons to whom the county may refer to give any and all information regarding my employment or scholastic record together with any information personal or otherwise and I hereby release such persons and any companies they represent from all liability or any damages whatsoever in connection with their compliance. I understand that misrepresentation or omission of any fact or circumstance called for in this application which would affect my application unfavorably or receipt of unsatisfactory references will be sufficient cause for termination without liability. This application is not an employment contract and is not intended to create contractual obligations of any kind. Neither the county nor its employees are bound to continue the employment relationship if either chooses at its will to end the relationship at any time. All employment is at will and the relationship cannot be modified unless in writing.

|                       |      |
|-----------------------|------|
| Applicant's Signature | Date |
|-----------------------|------|

## References

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**CONCHO COUNTY**  
**Voluntary EEO Self-Identification Form**

In an effort to comply with requirements regarding government record keeping, reporting, and other legal obligations which may apply, we invite you to complete this Voluntary EEO Self-Identification form. Providing this information is strictly voluntary. Failure to provide it will not subject you to any adverse personnel decision or action. Your cooperation is appreciated.

|   |             |
|---|-------------|
| <b>Name</b>   | <b>Date</b> |
| <b>Position</b>   |             |
| <b>Department</b>   |             |
| <b>Gender</b><br><br><input type="checkbox"/> Male <input type="checkbox"/> Female  |             |
| <b>Ethnicity:</b> (Check all that apply)<br><br><div style="margin-top: 10px;"><input type="checkbox"/> <b>Asian/Pacific Islander</b><br/>All persons having origins in any of the original peoples of the Far East, Indian Subcontinent, Southeast Asia or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.</div> <div style="margin-top: 10px;"><input type="checkbox"/> <b>Black</b><br/>All persons having origins in any of the black racial groups of Africa.</div> <div style="margin-top: 10px;"><input type="checkbox"/> <b>Hispanic</b><br/>All persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture/origin, regardless of race.</div> <div style="margin-top: 10px;"><input type="checkbox"/> <b>American Indian/Alaskan</b><br/>All persons having origins in any of the original peoples of North America.</div> <div style="margin-top: 10px;"><input type="checkbox"/> <b>White</b><br/>All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.</div> |             |