



# MONTGOMERY COUNTY JOB POSTING NOTICE

**\*\*Applications for this position will be accepted until APRIL 7, 2017\*\***  
**MONTGOMERY COUNTY RESERVES THE RIGHT TO CLOSE THIS POSTING WITHOUT NOTICE.**

<b>DEPARTMENT:</b>	Montgomery County Sheriff's Office	<b>JOB GRADE:</b>	9
<b>JOB TITLE:</b>	Telecommunicator	<b>BI- WEEKLY SALARY:</b>	\$1,556.41
<b>LOCATION:</b>	MCSO – Communication Center	<b>CIVIL SERVICE:</b>	Yes
<b>SHIFT HOURS:</b>	Must be able to work all shifts: evenings, nights, weekends, and holidays.		
<b>SUBMIT APPLICATIONS:</b>	Montgomery County Human Resources Department	<b>ADDRESS:</b>	501 N. Thompson, Ste. 400 Conroe, TX 77301
<b>PHONE:</b>	(936) 539 – 7886	<b>FAX:</b>	(936) 788-8396
<b>E-MAIL:</b>	<a href="mailto:jobs@mctx.org">jobs@mctx.org</a>	<b>WEBSITE:</b>	<a href="http://www.mctx.org">www.mctx.org</a>
<b>OFFICE HOURS:</b>	Monday – Friday 8:00am – 5:00 pm (Friday: Closed from 12:00pm – 1:00pm)		

- **To be considered for this position a completed Montgomery County Application and resume are required.**
- **The submission of your application to Montgomery County does not guarantee an interview.**
- **Montgomery County Recruiting will contact you directly if they are interested in setting you up for an interview.**

**You must FIRST take the Montgomery County Clerical Test and pass with the required scores before you can submit an application for this position.**

**\*A VALID PICTURE ID IS REQUIRED TO TAKE CLERICAL TEST!**

### TEST TYPE & SCORE REQUIREMENTS FOR THIS POSITION:

**Typing: 35wpm      Admin: 70%      Math: 70%      Word: 70%      Excel: 70%**

<b><u>Testing Location:</u></b> Commissioners Court Building 501 N. Thompson, Suite 204 Conroe, TX 77304	<b><u>Testing Days/Time:</u></b> Tuesdays, Wednesdays and Thursdays at 8:30a.m. only. *No testing on county holidays.	<b><u>NOTE:</u></b> First 15 people in line will be accepted for testing. Testing is on a walk in basis, first come first served.
---	--	--

### **Education, Experience and Skill Requirements**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>Applicant must have a high school diploma or GED</li> <li>At least 18 years of age</li> <li>U.S. Citizen</li> <li>Must possess a current valid Texas driver's license and proof of liability insurance with no more than 3 moving violations in the past 3 years</li> <li>Previous Law Enforcement or Telecommunicator experience preferred</li> <li>Must pass Montgomery County's Clerical Aptitude Test</li> <li>Must pass the Critical Exam</li> <li>Subject to polygraph exam</li> <li>Subject to a background investigation and interview prior to appointment</li> <li>Fingerprinted and subjected to a search of local, state, and U.S. national records and fingerprint files to disclose any criminal record</li> <li>No court-ordered community supervision or probation for any criminal offense above the grade of Class B misdemeanor or a Class B misdemeanor within the last 10 years from the date of the court order.</li> </ul> | <ul style="list-style-type: none"> <li>Not currently charged with any criminal offense for which conviction would be a bar to licensure</li> <li>No conviction of an offense above the grade of a Class B misdemeanor</li> <li>No conviction of a Class B misdemeanor within the last 10 years</li> <li>No conviction in any court of an offense involving family violence as defined under Chapter 71, Texas Family Code</li> <li>Has never received a dishonorable discharge or other discharge based on misconduct which bars future military service</li> <li>Must hold a Telecommunicator license or be eligible for licensing by TCOLE</li> <li>If not a licensed Telecommunicator, must agree to obtain the license not later than the first anniversary of the date of employment</li> </ul> <p>This list does not necessarily contain all of the requirements to be a licensed Telecommunicator in the State of Texas. Applicants should review TCOLE Rule 217 / Texas Occupations Code Chapter 1701 for more information.</p> |
|--|---|

### **Primary Job Duties**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>Answers emergency telephone calls received from the public</li> <li>Question callers to determine the nature and location of the problem, extracts and records essential information and gives proper information to callers</li> </ul> | <ul style="list-style-type: none"> <li>Dispatches via a radio console, emergency and other calls requiring law enforcement response</li> <li>Must have the ability to actively listen to understand the needs and situations of others</li> <li>Must have the ability to speak English with sufficient clarity to be understood by others on the telephone, radio and in person.</li> </ul> |
|--|---|

**After receiving a conditional offer of employment, applicant must pass a drug screen (1/2 cost = \$20, responsibility of applicant), vision/hearing exam, a psychological examination (\$75, responsibility of applicant) at facilities and/or by professionals assigned by Montgomery County before becoming an employee of Montgomery County.**

Position Number:	5601-4900-0	Requisition Number:	2468
Date Posted:	12/29/2016	Equal Employment Opportunity Employer	