



**VICTORIA COUNTY SHERIFF**  
**JUSTIN MARR**

101 N. GLASS ST. · VICTORIA, TX · PH: 361-575-0651 · FAX 361-574-8019

**THE VICTORIA COUNTY SHERIFF'S OFFICE  
THE COUNTY OF VICTORIA IS AN  
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.**

**General Duties:**

Excellent communication skills

Ability to thrive in highly stressful, sometimes emergency situations

Ability to obtain Telecommunications Operator certification from TCOLE

Willingness to work shift work, holidays, and weekends

This position is considered "Essential Personnel", which requires being on duty to respond during emergency situations including, but not limited to, natural and /or man-made disasters.

**Specific Duties:**

Answers phones and facilitates callers with requests for emergency and non-emergency service for police, fire, and emergency medical service.

Directs caller inquiries and non-emergency calls to the appropriate agency or organization.

Dispatches law enforcement, fire, and emergency medical personnel and notifies support and crisis personnel as needed through the use of multi-channel radio system.

Operates telephone, computer, radios, tape recorders, intercoms, alarm monitors, and other related equipment.

Requests and disseminates vehicle registrations, driver's license information, criminal history, and other information through the use of the Texas/National Crime Information Center database computer systems.

Obtains computer information and disseminates to law enforcement officials and investigators. Enters related information into the system.

Sends and receives teletype information to and from related agencies.

Maintains records or logs of work performed such as calls assigned to law enforcement officers.

Sends requests and responses for warrant information to related agencies via teletype.

Performs other duties as assigned.



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**Minimum Qualifications:**

1. HS diploma or equivalent
2. 21 years of age or older
3. Typing speed of 35 wpm or better; experience with computer systems
4. Ability to pass a basic spelling and aptitude test
5. Excellent communication skills

I have read and understand the above job description.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date