

LLANO COUNTY JOB OPPORTUNITY

JOB TITLE: Telecommunications Officer/Dispatch **JOB CATEGORY:** Administrative Support

Department:	Sheriff's Department	Posting expires:	Open until filled
Location:	752 Andy Taylor Dr., Llano, TX	Background Check:	Required
Hourly Rate:	\$23.42	Benefits:	Retirement with TCDRS
Opening Date:	06/10/2026		Health & Dental Insurance
Position Type:	Full Time		Vacation, Sick & Holiday Pay
Date Posted:	06/10/2026		SB Incentive Pay

HOW TO APPLY: WWW.LLANOCOUNTY.GOV, **JOB OPENINGS**

Email

jjones@llanocounty.gov

Sheriff's Office

752 Andy Taylor Dr., Suite A
Llano, TX 78643

JOB DESCRIPTION SUMMARY:

CONTACT: JANI JONES 325-247-5767

This is a non-exempt position under the supervision of the Communications Director. Duties to include, but not limited to;

- Answer and respond to incoming telephone calls including 911 and non-emergency; work in high stress situations due to call volume and nature of emergency calls while remaining calm and able to focus on the job responsibilities; process calls for service and obtain all pertinent information
- Enter call information and maintain data entry logs in CAD (Computer Aided Dispatch)
- Provide accurate and pertinent information and updates to responding units
- Utilize various resources and databases to research information; navigate using multiple different maps
- Provide exceptional customer service to the public, emergency responders and county employees in person and by phone, radio, and computer
- Other duties as assigned

Knowledge, Skills and Abilities

- Must be able to type a minimum of 30 WPM
- Must be able to multitask using multiple phones, radios, computers and other equipment
- Must have valid Texas Driver's license
- Eligible for and obtain access to TCIC/NCIC/TLETS system within six months of employment

Education and Experience

- High School Diploma or GED
- Map reading skills preferred
- Complete all necessary training and continuing education to maintain TCOLE license

Physical Demands and Work Environment

- High stress environment
- Lifting up to (30) thirty pounds
- Extended periods of sitting, typing, computer work and answering phones
- Wearing a headset for (12) twelve hours
- Must take the (3) three-day physical skills training