**GALVESTON COUNTY SHERIFF'S OFFICE**

**ESTABLISHMENT OF ELIGIBILITY**

**POSITION: Telecommunicator/Entry Level Deputy- Communications**

**Bureau/Division: Support Svc/Communications**

**Title/Rank: Telecommunicator/Entry Level Deputy**

**Assignment: Communications/Shift (TBA)**

**Posted: April 10, 2025**

**JOB SUMMARY:**

This position receives emergency calls from the public and dispatches appropriate emergency personnel. Receives, evaluates, prioritizes, and initiates responses to requests for information and services, including emergency services. Accesses, retrieves, disseminates, and protects confidential law enforcement related data from a variety of protected local, state, and federal databases. Enters critical and confidential law enforcement data into TCIC and NCIC databases and performs related duties. Assists in the maintenance of the communications center and reports regularly, on time, for work.

**Minimum Requirements:**

Successful applicants **must**:

* Be able to work under adverse conditions and during unusual hours including nights, weekends, holidays, and scheduled/unscheduled overtime.
* Possess or have the ability to readily obtain a TCOLE Basic Telecommunicator License, as well as TCIC and NCIC certifications.
* Speak, read, and write the English language in a clear and understandable fashion.
* Possess a valid Texas driver’s license.
* Have knowledge of computers and job-related software programs and have minimum intermediate data entry typing skills.
* Pass a background review and interviews.
* Have knowledge and level of competency commonly associated with completion of specialized training in the field of work.
* Have a high school diploma or equivalent.

**APPLICATION DEADLINE:** **April 25, 2025 5:00 pm**

**TO APPLY:** Interested parties should submit a letter of intent via email detailing their interest and qualifications along with their full name, P.I.D., and contact information to: **GALVESTON COUNTY SHERIFF’S OFFICE - RECRUITING DIVISION**

**Deputy Tammy Padron - Phone: (409) 766-2321**

**Email:** [**Tammy.Padron@co.galveston.tx.us**](mailto:Tammy.Padron@co.galveston.tx.us)

**NOTICE TO APPLICANTS**

The County of Galveston, the Galveston County Sheriff’s Office, nor any elected or appointed official of any entity makes any promise, guarantee, contract, or offer, expressed or implied, of any current or future employment by the offering.