

### Notice of Employment

Bandera County Sheriff's Office is accepting applications for a Full-Time Dispatcher.

The duties of the position require receiving and dispatching emergency and non-emergency calls to appropriate public safety personnel, maintaining records and computer entries, and interact with the public, county departments, employees and elected officials. Must have ability to operate communications console and phone system, ability to communicate both verbally and written, ability to use basic office equipment, have knowledge of general office operations and computer skills. Ability to work shifts, weekends, and holidays. Must be able to lift up to 10-25Lbs frequently and 25-50 Lbs occasionally, be able to constantly sit, twist, listen, and talk. Also frequently reach, lift and bend. Have a valid Texas Driver's License, and a High School Diploma or GED equivalent.

Applications, job description, and authority release of information and waiver form may be obtained at the Sheriff's Office located at 3360 State HWY 173 N, Monday-Friday from 8:00AM until 5:00PM., also available on [BanderaCounty.org](http://BanderaCounty.org) under Human Resources tab, and the Human Resources located at 1214 Hackberry, Bandera. Applications will be accepted for 7 days then until position is filled. Completed applications are to be turned in to the Sheriff's Office.

Bandera County is an Equal Opportunity Employer.

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