APPLICATION FOR EMPLOYMENT

Kaufman County Sheriff's Department

Dispatch

Kaufman County Law Enforcement Center
Kaufman, Texas 75142

Instructions- Read Carefully

Please complete in full. Please PRINT your name. Other information may be in handwriting. False information is cause for rejection or dismissal. Employment is subject to applicant's satisfying County requirements as to character, employment references, and physical examination. The application becomes the property of the Kaufman County Sheriffs Department. In accordance with the Texas Nepotism Statues, an elected or appointed official of Kaufman shall not hire a relative in the third degree of consanguinity (blood) or the second degree of affinity (marriage) to work in a department which he or she supervises.

PERSONAL

Name _____
Last First Middle Initial

Present Address _____City _____State _____Zip Code _____

Telephone Number _____ Alternate Telephone Number _____

Were you previously employed by us? ☐ Yes ☐ No

Do you or your spouse have a relative employed by the County of Kaufman now? ☐ Yes ☐ No

If yes give name _____Relationship _____ Department _____

Hiring Process

- Must meet all requirements as listed on the backside of this application
- Pre-employment examination (All applicants will be notified via the U.S. Mail as to the date of the examination, Examination are only scheduled as needed)
- Applicants must pass a background investigation
- Applicants must pass a oral interview board

Date _____ Signature of applicant _____

Please, do not attach resumes or other documents to this application.

COMMUNICATION OPERATOR

This information is a partial list of the requirements and duties of the position of Kaufman County Dispatcher.

1. Will receive training on communications procedures, FCC rules and regulations, and law Enforcement computer systems;
2. Will be able to operate radio, teletype and other communications equipment ;
3. Will be able to transmit, receive and relay information to department officers and other personnel;
4. Will be trained to search and provide information to department officers and others, on criminal activity, reports, warrants, driver's license and vehicle information, criminal records, public assistance, and the status of persons apprehended. Information may come from public, private and police sources, and from databases including the National Crime Information Center (FBI), the Texas Crime Information Center (TCIC), and the National and Texas Law Enforcement Telecommunications Systems (NLETS/TLETS);
5. Will be required to maintain accuracy and completeness of requests and responses, while maintaining a high degree of confidentiality and security of all acquired information;
6. Will be required to exercise sound judgment and ingenuity to provide emergency assistance in incidents posing threats to the safety and well being of officers and the public;
7. Handle inquires from the public including request for information of laws, policies, missing persons, weather, road conditions, and other inquires;
8. Will participate in the preparation and maintenance of facility operating records and reports
9. Will provide an interface that relays information between department officers, offices and other governmental agencies;
10. Will function as an area early warning system for area governmental entities in times of actual or potential disaster;
11. Will receive training and operator the 9-1-1 Emergency System;
12. May be the main department contact to the public, news media and other law enforcement agencies at night, on weekends and holidays;
13. May be required to assist in setting up and operating temporary communication command posts, during road blocks, task forces, manhunts, and disasters, man-made and natural;
14. May be required to travel overnight to staff field command post, attend training or other activities;
15. Will be able to work nights, weekends and holidays;
16. Will work in a fast paced, noisy environment that requires meticulous attention to detail, even when under stress;
17. Will be able to handle other assigned duties
18. Be examined by a physician, selected by the appointing agency or employing agency, who is licensed by the Texas State Board of medial Examiners. The physician must be familiar with the duties appropriate to the type of license sought and appointment to be made. The appointee must be declared in writing by that professional within 180 days before the date of appointment by the agency to be :
    a. Physically sound and free from any defect which may adversely affect the performance of duty appropriate to the type of license sought; and
    b. Show no trace of drug dependency or illegal drug use after physical examination, blood test, or other medical test
19. Be examined by a psychologist, selected by the appointing or employing agency, who is licensed by the State Board of Examiners of Psychologists. The psychologist must be familiar with the duties appropriate to the license sought and appointment to be made. This examination may also be conducted by a psychiatrist. The appointee must be declared in writing by that professional to be in satisfactory psychological and emotional health to serve as the type of officer for which the licensees sought within 180 days before the date of appointment by the agency. The examination must be conducted pursuant to professionally recognized standards and methods

Employment Information

1. Starting Salary of $32,033.00
2. Must be able to work 40 hour week, assigned shifts
3. Must be able to work holidays
4. Two (2) week vacation after 1 year of service
5. Eight (8) hours sick time accumulated per month
6. Must be able to pass pre-employment examination