



ORANGE COUNTY SHERIFF'S OFFICE

P. O. Box 1468 • Orange, TX 77631-1468
Orange Office (409) 883-2612 • Vidor Office (409) 769-6391
Lchapman@co.orange.tx.us • www.ocsheriffsoffice.com



BOBBY SMITH
SHERIFF

RICHARD HOWARD
CHIEF DEPUTY

COMMUNICATION SUPERVISOR

Division: Support

Department: Sheriff's Office Patrol

Salary: Starting at \$28.95

Eligibility & Qualifications:

- License: Texas Telecommunicator License (TCOLE) is required.
- Experience: Minimum of six (6) years as a public safety dispatcher (911 telecommunicator) is required. At least five (5) years in a lead, training officer, or supervisory dispatch role is preferred.
- Expertise: Familiarity with CJIS security requirements is required. Prior experience serving as a Terminal Agency Coordinator (TAC) is preferred. If not already certified as a TAC, the individual must obtain TAC certification immediately upon assuming the position.
- Other: Must be able to pass a background investigation and a drug screening.

Duties & Responsibilities:

- Operations Management: Oversee the daily operations of the Sheriff's Office Emergency Communications Center. Supervise a team of 911 dispatchers, including scheduling around-the-clock shift coverage and ensuring adherence to standard operating procedures.
- Emergency Dispatch Coordination: Manage emergency call-taking and radio dispatch services. Act as the critical communication link between the public and first responders, and prioritize calls to ensure appropriate law enforcement, fire, or EMS responses.
- Training and Performance: Provide training, mentoring, and performance management for dispatch personnel. Ensure new dispatchers complete a Field Training Officer (FTO) program, conduct regular performance evaluations, and coach staff to maintain high standards of service.
- Technical Systems Administration: Administer and troubleshoot the Communications Center's technical systems (e.g., Motorola Flex computer-aided dispatch software,

Contact:

Susan Bland
(409) 882-7942

Orange County Sheriff's Office
Sbland@co.orange.tx.us

Personnel Office

- multi-line telephone systems, and radio consoles) to maintain efficient, up-to-date emergency dispatch operations.
- **Terminal Agency Coordination:** Serve as the Terminal Agency Coordinator (TAC) for the Sheriff's Office, overseeing compliance with all Criminal Justice Information Services (CJIS) security policies and managing access to state and national law enforcement databases (e.g., TLETS, TCIC/NCIC).

Application Instructions:

1. **Complete the Personal History Statement:** Fill out an Orange County Sheriff's Office Personal History Statement (available at the Sheriff's Office or online).
2. **Submit Your Application Packet:** Submit the completed Personal History Statement to Susan Bland in the Personnel Office (application packets may be submitted in person or by contacting Susan Bland at 409-882-7942).

Equal Opportunity Employer: The Orange County Sheriff's Office is an Equal Opportunity Employer We do not discriminate on the basis of race, sex, religion, color, national origin, age, disability, or any other protected statues. All qualified applicants will receive equal consideration for employment.

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