

## Collin County Sheriff's Office (Dispatcher Position)

Communications Dispatchers perform a full range of radio and telephone operational duties in this 24-hour facility. Dispatchers are required to process and prioritize incoming calls for police, fire, and EMS assistance relay emergency and non-emergency calls from citizens for fire, police, and medical assistance. Interacts with law enforcement officers to ensure their safety and provide assistance when needed and interacts with Fire Departments, ensuring safety while fighting fires. Processes requests for warrants, Driver Licenses, and vehicle registration checks. Performs related duties as needed.

### REQUIREMENTS:

- Only candidates who are available for shift work, including overnight shifts, are eligible to apply for this position. Candidates MUST be available to work any shift.
  - Time: 6 am to 6 pm or 6 pm to 6 am, and the other hours vary depending on which days you work.
  - The work schedule consists of a modified 40-hour workweek, which involves working two 12-hour shifts, one 10-hour shift, and one 6-hour shift per week.
- Must successfully pass with a score of 80 or above on the CritiCall Skills Pre-Employment Test.
- Must have a high school diploma or GED
- Must be able to obtain TLETS Certification and Texas Commission on Law Enforcement (TCOLE) Telecommunications License within twelve (12) months after assignment (paid for by Collin County).
- Must successfully pass a typing test of no less than 35 WPM.
- No previous experience necessary
- Must possess and maintain a valid Texas Operator's Driver's License with an acceptable driving record.
- Must have a Social Security Card, Birth Certificate, or Naturalization Certificate

### BENEFITS

- Starting Salary is \$53,556 per year
- Certification and special teams pay
- We have several specialized units and opportunities for advancement throughout the Sheriff's Office.
- Tuition reimbursement
- Comprehensive benefits package including medical, dental, vision, life insurance, and long and short-term disability.
- Paid training, vacation, sick leave, and 10 paid holidays
- TCDRS Retirement with a 2-1 match
- Uniforms provided

### LATERAL ENTRY PROGRAM:

This program provides selected candidates with a higher starting salary. The determination regarding whether a candidate qualifies for lateral entry will be made during the Chief Deputy's review portion of the Selection Process. Lateral entry or TCOLE-certified applicants should contact an Investigator at 972-547-5155 for more information.

*The best way to learn more about our office is to schedule a tour. Not only will you see firsthand what happens throughout the Sheriff's Office, but you will also be able to see our facilities and the working environments, and you will have a one-on-one experience where you can ask questions. If you would like to inquire about the position or you have any questions, request to speak with our recruiter at (972) 547-5155 or email [CCSOJOBS@collincountytx.gov](mailto:CCSOJOBS@collincountytx.gov).*

Collin County Sheriff's Office  
4300 Community Avenue  
McKinney, TX 75071  
(972) 547-5100  
[www.collincountysheriff.org](http://www.collincountysheriff.org)