



## Travis County Constable Communications Specialist

<b>SALARY</b>	\$54,600.00 Annually	<b>LOCATION</b>	CTECC-5010 Old Manor Road,Austin 78723, TX
<b>JOB TYPE</b>	Full Time	<b>REMOTE EMPLOYMENT</b>	Flexible/Hybrid
<b>JOB NUMBER</b>	26-10541	<b>DEPARTMENT</b>	Constable 2
<b>OPENING DATE</b>	02/18/2026	<b>CLOSING DATE</b>	4/1/2026 11:59 PM Central

### Job Summary

Under general supervision, operates Telecommunications equipment used in receiving, evaluating, sending and relaying information in response to emergency and non-emergency calls.

#### Distinguishing Characteristics:

This classification is within the Public Safety/Emergency Management job family and provides telecommunications dispatch services to any/all of the Constable Offices as needed. This job is distinguished from other Telecommunications jobs within the County in that the duties are specialized within the Constables' Offices. May be required to work on rotating shifts, including weekends and holidays. This classification may require a flexible work schedule in order to meet the needs of the department.

### Duties and Responsibilities

- Operates emergency telecommunications networks equipment used in receiving and relaying information in response to emergency and non-emergency calls.
- Refers emergency fire and EMS calls by communicating with other agencies via Computer Aided Dispatch (CAD) or verbally over telephone and radio equipment.
- Maintains contact with supporting agencies during critical incidents and updates dispatch card with information pertaining to the event. Keeps calm and focused. Controls radio and telephone conversations to quickly and accurately obtain necessary information.
- Operates a radio system in accordance with FCC rules and regulations.
- Dispatches units to various emergency and non-emergency events.
- Coordinates, performs and controls communication of multiple critical incidents and multiple simultaneous tasks on demand.
- Obtains and relays information to patrol officers and staff through telecommunications networks using a Computer Aided Dispatch Terminal (CAD), NCIC and TCIC. Uses log, runs inquiries, researches and enters information, assigns case numbers and maintains databases.
- Uses laws, rules, regulations, policies and procedures for ensuring proper response to critical incidents and inquiry.
- May interpret maps and other legal location description documents.

- Processes information and data in accordance with Constable Pct. 2 policies and legal requirements.
- Performs other job-related duties as assigned.

## Minimum Requirements

### Education and Experience:

High School diploma or G.E.D. AND one (1) year of telecommunications experience or equivalent, including one (1) year of computer experience;

OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

### Licenses, Registrations, Certifications, or Special Requirements:

None required

### **Preferred:**

Valid Texas Driver's License.

### Knowledge, Skills, and Abilities:

#### **Knowledge of:**

- 9-1-1 concepts and equipment functions.
- Federal, State, Local and County communications laws, rules, regulations and guidelines.
- Law enforcement computer databases and telecommunications networks.
- Basic telephone courtesies and functional knowledge.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages

#### **Skill in:**

- Operating a variety of modern office equipment, including a computer.
- Both verbal and written communication

#### **Ability to:**

- Gain working knowledge of the physical County geography layout.
- Communicate clearly, concisely and with professional tact both verbally and in writing.
- Perform on demand, in a highly stressful environment, while maintaining a professional manner.
- Perform multiple-simultaneous tasks on demand.
- React and remain calm under stress and make quick and calm decisions in emergency situations.
- Understand and carry out verbal and written directions/instructions.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, and the general public.

## Work Environment & Other Information

Physical requirements include the ability to lift/carry up to 20-40 pounds and pushing/pulling with force up to 20-40 pounds, occasionally. Subject to constant sitting, reaching, talking, audition, and exercise of fine dexterity, occasional

standing, walking, climbing, kneeling/crouching, bending/squatting, and gripping/grasping to perform the essential functions. Subject to job related stress and client/customer communications within the confines of the communication center. Work requires 24-hours/7-days a week.

Travis County employees play an important role in business continuity. As such, employees can be assigned to business continuity efforts outside of normal job functions.

Work Hours: 12:00pm to 9:00pm, Monday-Friday.  
Works some holidays, Works some weekends

Location: 5010 Old Manor Rd, Austin, TX 78723, USA

Department: Constable 2

Criminal, Driving, Education, Psychological Exam and Employment Background Checks Required.

For updates or questions on this position, contact: [Kenneth.Daize@traviscountytexas.gov](mailto:Kenneth.Daize@traviscountytexas.gov)

**This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.**

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**Employer**

Travis County

**Address**

700 Lavaca Street

Austin, Texas, 78701

**Website**

<https://www.traviscountytexas.gov/human-resources/jobs>