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POSTED

JAN 13 2025

TIME 11:30 AM
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SANDRA K. DUCKWORTH, COUNTY CLERK

Newton County Sheriff's Office

Sheriff Colton Havard

County of Newton, State of Texas
110 E Court St. • Newton, Texas 75966
Telephone: 409-379-3636 Fax: 409-379-3071

Newton County Employee Job Opportunity Announcement

Date: JANUARY 7, 2025

Position: FULL TIME JAILER/DISPATCHER

Requirements: Must have a High School Diploma or GED. Must be at least 18 years of age and pass a pre-employment/ criminal history investigation. Must be able to travel to do mandatory training. Must be able to work shifts of days and or nights, weekends, and holidays. Have a general knowledge in office skills and be TCOLE CERTIFIED/ELIGIBLE. Experience as a Jailer/Dispatcher preferred.

Duties: Answering phones & dispatching units via radio communication in accordance with established procedures. Administrative and paperwork associated with reports, etc., among other similar duties associated with Jail and book-in.

Skills/Abilities: Ability to maintain confidentiality, ability to think quickly and remain calm in crisis situations, ability to handle multiple tasks simultaneously, including operation of multiple computer screens and keyboards while answering calls and dispatching officers. Must be knowledgeable in office equipment such as telephones, computers, and fax machines. Must follow, assist, and support orders.

Salary: Starting pay depends on education and experience (**beginning at \$41,200.00** per year). Certificate pay of up to **\$200.00** per month.

Employees of the County who would like to apply for the position, please inform your supervisor that you will be applying.

All parties interested in applying for this position should see the County Treasurer for an application.