



YOUR NEXT CALL?

A CAREER IN DISPATCH AND CORRECTIONS



Why Join Us?

The San Saba County Sheriff's Office is committed to serving and protecting our community with integrity, professionalism, and compassion. We are currently seeking dedicated individuals to join our team as Dispatcher/Corrections Officers - a vital role in ensuring public safety and supporting our frontline law enforcement officers.

- **Already certified?** Licensed applicants are eligible for a higher starting salary and certificate pay.
- **Build your career:** This is a unique opportunity to gain experience in both emergency communications and corrections — opening doors to future law enforcement, dispatch, or criminal justice careers.
- **Be part of a team that cares:** As part of a rural county agency, you're more than just a number. You'll build strong working relationships, have a direct impact on your community, and work alongside others who are deeply committed to protecting and serving our community - together.



START YOUR
DISPATCHER/CORRECTIONS
CAREER WITH US!

APPLY NOW!

(325) 372-1031
chiefdeputy@co.san-saba.tx.us

San Saba County Sheriff's Office

Job Opening: Dispatcher / Corrections Officer

Hours of Work:

Full-time, 40+ hours per week

12-hour shifts, including days, evenings, weekends, and holidays

Benefits:

- Health insurance (medical, optional dental and vision)
- Retirement plan with 8-year vesting schedule; county matches balance upon retirement
- Sick leave accrual
- Longevity pay and certificate pay for full-time employees

Application Deadline:

Open until filled

Position Summary:

This dual-role position serves as both a Dispatcher and Corrections Officer, responsible for emergency communication operations and jail operations. Candidates must be able to work in a fast-paced environment, communicate clearly, and remain calm under pressure.

Key Responsibilities:

Dispatch Duties:

- Answer and process all emergency (911) and non-emergency calls
- Dispatch law enforcement, EMS, fire, animal control, and utility personnel as needed
- Coordinate response to crimes and incidents using radio communication
- Interact professionally with the public and assist walk-in complainants
- Provide officers with information such as warrants, license plates, driver's license checks, and criminal histories
- Enter, update, and maintain data in TCIC/NCIC and local databases
- Maintain a high level of discretion and professionalism when handling sensitive or confidential information, including personal data, law enforcement records, and ongoing investigations.
- Perform clerical tasks, including documentation and recordkeeping

Corrections Duties:

- Book and process individuals arrested by law enforcement
- Conduct searches, fingerprints, and paperwork processing
- Monitor inmate behavior and conduct regular welfare checks
- Coordinate with the courts and MHMR services as needed
- Maintain inmate housing records and assist with facility operations
- Perform additional clerical duties as required

Physical and Technical Requirements:

- Communicate effectively in person, by phone, and over the radio
- Hear and distinguish multiple sources of sound, even in high-noise environments
- Use computers, databases, radio consoles, and camera systems
- Sit for extended periods and move between workstations
- Handle stressful, emotional, or emergency situations calmly and professionally
- Complete reports, paperwork, and logs legibly and accurately

Minimum Qualifications:

- Must be a U.S. citizen and at least 18 years of age
- High school diploma or GED required
- Valid Texas Driver's License with a safe driving record
- No convictions or deferred adjudications for any felony or Class B misdemeanor
- Ability to pass a criminal background check, physical exam, drug screening, and psychological evaluation
- Must demonstrate sound judgment, discretion, and the ability to maintain strict confidentiality in all aspects of the role.
- Basic computer literacy and proficiency with office software

Application Requirements:

- Personal History Statement (PHS) with notarized signature

 Join our team and help serve the citizens of San Saba County with professionalism, integrity, and pride.

Contact:

Chief Deputy Daly
chiefdeputy@co.san-saba.tx.us
(325)372-1031

In Person:

500 E Wallace St, 2nd floor
San Saba, TX 76877