



# Johnson County ESD No. 1 Fire/EMS Telecommunicator

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November 2025

Job Title: Fire/EMS Telecommunicator  
Department: Dispatch  
Salary: \$50,001.12  
Supervisor: Dispatch Director

## General Job Description:

Performs telecommunications work, overseeing and participating in the accurate and rapid dispatch of Fire Equipment, receiving and transmitting routine and emergency 911 calls. This position requires a high level of responsibility, flexibility, attention to detail, the ability to work under pressure and the ability to maintain privacy and confidentiality in a 24/7/365 day operation. **Must be able to work nights, weekends and holidays.**

## Job Duties and Responsibilities:

- Operate a multi-line telephone console system, alerting system, and TDD system for the deaf and hearing-impaired
- Determine and assign the level of priority of the call and enter the data into a computer aided dispatch system for radio dispatch purposes.
- Receives telephone calls requesting assistance or information from citizens or emergency services agencies/personnel.
- Monitor and operate a radio console and computer equipment
- Dispatch and coordinate the responses of Fire Departments
- Identify appropriate number and type of equipment or apparatus to dispatch

Johnson County ESD No. 1 Station 82  
10553 County Road 519  
Lillian, TX 76061

Johnson County ESD No. 1 Station 83  
2800 County Road 913  
Joshua, TX 76058

Send all correspondence to Administration Office:

2451 Service Drive, Cleburne, TX 76033 ♦ office (817) 556-2212 ♦ metro (817) 558-2230  
[www.johnsoncountyfire.org](http://www.johnsoncountyfire.org)



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- Obtain pertinent information from incoming calls in a prompt and courteous manner.

## **Job Qualifications:**

- High School Diploma or GED Equivalent
- Type minimum 35 words a minute
- Must possess a valid driver's license

## **Other Certifications - Experience**

- EMD Certification within one year hiring.
- CPR Certification

## **Physical Requirements:**

- Extended periods of sitting, working in a stressful environment.
- Work may include extended periods of viewing computer monitor and operating a keyboard.
- Visual ability: sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports
- Hearing ability: sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recordings on transcription devices.
- Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone
- Mental Acuity: ability to make rational decisions through sound and logic and deductive process.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers, accurately, loudly, or quickly.
- Repetitive Motion: substantial movements (motion) of the wrist, hands and/or fingers.

Standing: Particularly for sustained periods of time.

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