

MONTAGUE COUNTY SHERIFF'S OFFICE

Sheriff Marshall W. Thomas
Chief Deputy Jack Lawson



(940) 894-2491 Administration
(940) 894-2871 Communications
(940) 894-2114 Fax

COMMUNICATIONS CORPORAL

REPORTS TO:

Communications Sergeant

JOB OVERVIEW:

The Communications Corporal performs all the tasks of a Communications Officer in addition to the Corporal duties. The Communications Corporal is oftentimes the link between administration and the communications office. A successful Communications Corporal is one that possesses the skills necessary to bridge that gap to ensure effective and efficient communication.

RESPONSIBILITIES AND DUTIES:

- The Communications Corporal has the same responsibilities and duties of a Communication Officer.
- The Corporal assists with keeping up with continuous education in communications.
- The Corporal assists with scheduling of communication personnel.
- The Corporal assists with equipment maintenance.
- The Corporal trains new communications employees.
- The Corporal evaluates employee performance.
- The Corporal reviews paperwork.
- The Corporal performs property validations.

QUALIFICATIONS:

- The Communications Corporal shares the same qualifications as the Communications Officer.
- The Corporal must have above average skills with the computer.
- The Corporal must have knowledge of the radio and radio procedures.

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P.O. Box 127

Montague, Texas 76251

- **At least 1 year of communication experience is preferred.**

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