



Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

An Equal Opportunity Employer



Title: Courtthouse Law Enforcement Officer	Opening Date: February 2, 2018	Application Deadline: February 15, 2018	Job Posting #: 18105
Department: Sheriff's Office	Starting Salary: \$46,922.00-\$48,855.00 Annually	Location: Bastrop, Texas	Travel: N/A

INTERNAL/EXTERNAL JOB POSTING

BRIEF JOB DESCRIPTION: Under the direct supervision of the Civil Process Sergeant, this position performs a wide variety of law enforcement activities. Tasks are service and protection oriented to include collecting and dispensing information, performing tasks relating to the safety and security of the courthouse and citizens working and in attendance, preventing and investigating crime, and providing other public protection services. Duties include an element of personal danger, i.e. exposure to life-threatening circumstances, apprehending criminals, and transporting arrestees. Must be able to act without close supervision while exercising independent judgment. Performs duties in accordance with state and local statutes, as well as established departmental policies, procedures, and guidelines. in accordance with state and local statutes, as well as established departmental policies, procedures, and guidelines.

GENERAL KNOWLEDGE, SKILLS, AND ABILITIES: Responsible for the operation of metal detectors and any security or monitoring equipment. Secures the Grounds of the Courthouse and Courthouse Annex by patrolling the offices, grounds, public entrances/exits, and parking areas. Respond to services calls or requests for assistance of information and around the courthouse complex and other court buildings. Knowledge of general principles and practices of law enforcement, investigative process and applicable laws as related to the operation of the agency. Ability to properly interpret, understand and make decisions in accordance with laws, regulations and policies. Conduct business with the public in a professional and courteous manner. Work in a safety conscious environment and to follow and promote good safety practices. Handle expose to potentially hostile individuals, maintain confidentiality of information encountered in work activities at all times.

MINIMUM QUALIFICATIONS: Minimum of 2 (two) years' prior experience in Law Enforcement and/or investigations. High school diploma or equivalent; Possession of a valid Texas driver's license. Possession of Peace Officer license with the Texas Commission on Law Enforcement. Ability to be bonded.

Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities. Minorities, Veterans, and Disabled applicants are encouraged to apply.

A Bastrop County Sheriff's Office Job Application is required, and can be downloaded at the Bastrop County website.

<http://www.co.bastrop.tx.us/page/open/3207/59/SheriffsOfficeInitialApp04042017.pdf>. A resume will be considered, but will not be accepted in lieu of application. Applicants may mail or drop off an application at: Bastrop County, Attn: HR, 804 Pecan Street, Bastrop, Texas 78602 OR email applications to apply@co.bastrop.tx.us. Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. This position may require shift work outside the normal business hours and weekends. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

IMPORTANT NOTE TO ALL APPLICANTS: Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County.



BASTROP COUNTY, TEXAS

Job Description

Job Title: Courthouse Law Enforcement Officer

Department: Sheriff's Office

FLSA Status: Non-Exempt

Reports To: Civil Process Sergeant

SUMMARY: Under the direct supervision of the Civil Process Sergeant, this position performs a wide variety of law enforcement activities. Tasks are service and protection oriented to include collecting and dispensing information, performing tasks relating to the safety and security of the courthouse and citizens working and in attendance, preventing and investigating crime, and providing other public protection services. Duties include an element of personal danger, i.e. exposure to life-threatening circumstances, apprehending criminals, and transporting arrestees. Must be able to act without close supervision while exercising independent judgment. Performs duties in accordance with state and local statutes, as well as established departmental policies, procedures, and guidelines.

SUPERVISION RECEIVED AND EXERCISED:

Receives supervision from the Civil Process Sergeant, with further direction and guidance from the Special Operations Captain.

Exercises no supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Enforces the criminal laws of Texas;
2. Responsible for the operation of metal detectors and any security or monitoring equipment;
3. Secures the grounds of the Courthouse and Courthouse Annex by patrolling the offices, grounds, public entrances/exits, and parking areas;
4. Assists with court proceedings including arresting, detaining, and transporting offenders;
5. Completes accurate and timely reports regarding civil and criminal activity handled in the courthouse;
6. Assisting Prisoner Transportation personnel as needed;
7. Walking patrols of the courthouse both interior and exterior;
8. Testifies in court as needed;

9. Maintains patrol vehicle and issued equipment;
10. Remains current on legislative rules and procedural changes regarding law enforcement changes in the state of Texas;
11. Respond to service calls or requests for assistance or information in and around the courthouse complex and other court buildings;
12. Provides exceptional customer service to County employees & the public, both in person and by phone;
13. Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, and the general public;
14. Maintains confidentiality and security of all case work and any additional information provided;
15. Performs related work or duties as assigned by supervisor.

OTHER FUNCTIONS: Performs other job related duties as directed by supervisor(s). **Regular attendance is considered an Essential Function of this job.** **NOTE:** The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor are all duties listed necessarily performed by any one employee so classified. Duties associated with this job description does not preclude the individual selected form be reassigned to Patrol, or any other law enforcement or staff function within the Sheriff's Office, at the discretion of the Sheriff.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

General principles and practices of law enforcement;

General principles and practices of the investigative process;

Applicable laws as related to the operation of the agency;

Personal Computer skills and software, including Microsoft Office;

Professional Customer Service skills;

Basic math skills;

Proper English usage, spelling, grammar and punctuation;

Standard office policies, procedures, and equipment;

Bastrop County Sheriff's Office policies and procedures;

Bastrop County policies and procedures.

Ability to:

Perform multiple tasks simultaneously in a timely manner;

Communicate clearly and concisely, both verbally and in writing; in person and by telephone;

Understand and follow verbal and written instructions;

Complete routine business correspondence;

Effectively speak to small audiences to convey information;

Properly interpret, understand and make decisions in accordance with laws, regulations and policies;

Conduct business with the public in a professional and courteous manner;

Record, and disseminate accurate information from telephone conversations and personal contact;

Function independently, exercise good judgment, manage multiple projects, and meet deadlines;

Establish and maintain effective working relationships with those contacted in the course of the job;

Operate equipment required to perform essential job functions;

Work independently in the absence of supervision;

Work in a safety-conscious environment and to follow and promote good safety practices;

Handle exposure to potentially hostile individuals;

Maintain confidentiality of information encountered in work activities at all times.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintain effective audio-visual discrimination and perception needed for:

- Making observations, reading and writing, operating assigned equipment, and communicating with others;
- Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Maintain a level of fitness that permits him/her to accomplish the performance of assigned duties and responsibilities, which may include:

- Situations that are tense, uncertain and that are rapidly evolving;
- Ability to physically protect and defend self and the lives of others;
- To physically restrain combative and/or resistive individual(s) using legally acceptable defensive/restraint methods;
- Walking, sitting, or standing for long periods of time; Lifting and carrying materials weighing up to 50 pounds such as files or stacks of records; Occasional climbing, stooping, crawling, squatting, and/or kneeling;
- Regular exposure to factors causing moderate physical discomfort from such things as dust, fumes, odors, or outdoor exposure.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and Responsibilities, which may include:

- Handling stressful situations;
- Interpreting federal laws and regulations;
- Effective interaction and communication with others;
- Prepare clear and concise reports;
- Making sound decisions in a manner consistent with the essential job functions.

EXPERIENCE, EDUCATION, and LICENSING:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two (2) years prior experience in law enforcement and/or investigations.

Education:

High School diploma or GED.

Licensing:

Possession of a valid Texas driver's license.

Possession of Peace Officer license with the Texas Commission on Law Enforcement TCOLE.

Ability to be bonded.

SELECTION GUIDELINES:

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

***** This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol.**

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is a contract for employment.