



# Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

An Equal Opportunity Employer

<b>Title:</b>  <b>Crime Prevention Officer</b>	<b>Opening Date:</b>  <b>March 5, 2018</b>	<b>Application Deadline:</b>  <b>March 16, 2018</b>	<b>Job Posting #:</b>  <b>18113</b>
<b>Department:</b>  <b>Sheriff's Department</b>	<b>Starting Salary:</b>  <b>\$22.50 to \$24.50</b>	<b>Location:</b>  <b>Bastrop, Texas</b>	<b>Travel:</b>  <b>As required</b>

## INTERNAL/EXTERNAL POSTING

**BRIEF JOB DESCRIPTION:** this position is under the direct supervision of the Special Operations Sergeant, this position performs a wide variety of law enforcement activities. Works with law enforcement agencies and the community to promote safety and educate about crime prevention. Instructs several classes such as Sexual Assault & Personal Safety, Stranger Danger/Child Safety, Safe Assured ID Program, Escape School, Bike Safety/Traffic Safety, Crimes Against the Elderly, R.-U.-OK Program, Neighborhood Watch Program, Operation ID, Home Security, Auto Theft, Business Loss Prevention, Rural Crime Watch, and National Night Out. Supervises and facilitates volunteer programs such as the TRIAD/SALT Committee, Citizens Sheriff Academy, Citizens On Patrol, Bluebonnet Area Crime Stoppers, and CERT.

**GENERAL KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of general principles and practices of law enforcement and communicate clearly and concisely. Knowledge of policy and procedure development and implementation. Proficient with Microsoft Office and other standard office software and equipment. Ability to effectively communicate with various entities and the public, provide quality customer service and perform multiple tasks simultaneously. Ability to instruct and train personnel, work independently in the absence of supervision and in a safety-conscious environment.

**QUALIFICATIONS:** Four (4) years prior experience as a peace officer. Must possess a valid Texas driver's license. Must have a current TCOLE Peace Officer license. Must not be on any disciplinary probation, or under Internal Affairs or criminal investigation, and not on any restricted duty because of disciplinary action. This position may require shift work outside the normal business hours and weekends.

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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 PROCESS:** Bastrop County Sheriff's Office Application is required, and can be downloaded at:

<http://www.co.bastrop.tx.us/page/open/3207/59/SheriffsOfficeInitialApp04042017.pdf>.

**(SHERIFF'S OFFICE APPLICATION REQUIRED FOR THIS POSTING. Please reference the job title.)** 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](mailto: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:** Selection by Administrative review. Thank you for considering employment with Bastrop County. Visit our website at: <http://www.co.bastrop.tx.us/page/co.jobs>.

**BASTROP COUNTY, TEXAS**  
**Job Description**

*Job Title: Crime Prevention Officer*

**Department:** Sheriff's Office

**FLSA Status:** Non-Exempt

**Reports To:** Special Operations Sergeant

**SUMMARY:** Under the direct supervision of the Special Operations Sergeant, this position performs a wide variety of law enforcement activities. Works with law enforcement agencies and the community to promote safety and educate about crime prevention. Instructs several classes such as Sexual Assault & Personal Safety, Stranger Danger/Child Safety, Safe Assured ID Program, Escape School, Bike Safety/Traffic Safety, Crimes Against the Elderly, R.-U.-OK Program, Neighborhood Watch Program, Operation ID, Home Security, Auto Theft, Business Loss Prevention, Rural Crime Watch, and National Night Out. Supervises and facilitates volunteer programs such as the TRIAD/SALT Committee, Citizens Sheriff Academy, Citizens On Patrol, Bluebonnet Area Crime Stoppers, and CERT.

**SUPERVISION RECEIVED AND EXERCISED:**

Receives supervision from the Special Operations Sergeant, with further direction and guidance from the Captain. Exercises supervision of volunteers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

1. Enforces the civil and criminal laws of Texas;
2. Provides community education to all age groups regarding safety of the individual, group, and/or property;
3. Testifies in court as needed;
4. Maintains vehicle and issued equipment;
5. Assists investigators and supervisors as needed;
6. Recruits, trains and manages volunteer advocates;
7. Remains current on legislative rules and procedural changes regarding law enforcement changes in the state of Texas;
8. Provides exceptional customer service to County employees & the public, both in person and by phone;
9. Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, and the general public;
10. Maintains confidentiality and security of all case work and any additional information provided;
11. Subject to night, weekend, holiday, and/or emergency call-in duty as directed by supervisor;
12. PERFORMS OTHER 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.

**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.  
Complete Crime Prevention I Course within one year of assignment.

### **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 physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

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;

Ability to physically restrain combative and/or resistive individuals using legally acceptable restraint methods.

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:**

No experience is necessary, but prior experience is preferred.

#### **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

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.*