



Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

An Equal Opportunity Employer



Title: Law Enforcement Specialist (Digital Media Evidence Analyst)	Opening Date: September 12, 2018	Application Deadline: September 25, 2018	Job Posting #: 18152
Department: Sheriff's Office	Starting Salary: \$18.50-\$19.34 hourly	Location: Bastrop, Texas	Travel: N/A

INTERNAL JOB POSTING

BRIEF JOB DESCRIPTION: Under the direct supervision of the Special Operations Captain, this position collects and records media evidence and maintains original media evidence. This position collects all digital media for requestors, i.e. Bastrop County Sheriff's Office, Bastrop Police Department, Smithville PD, Department of Public Safety, Juvenile Services, Texas Parks and Wildlife, District Attorney's Office, JP Courts, and Open Records Requests. Maintains the confidentiality of the department at all times.

GENERAL KNOWLEDGE, SKILLS, AND ABILITIES: Must possess the knowledge of applicable laws as related to the operation of the agency, rules of criminal and civil procedures specific to the Michael Morton Act Texas Senate Bill 1611 and evidence collection procedures. Must also possess personal computer skills and software skills including Microsoft Office and Media recording, and maintain a high level of professional customer service skills. Must be skilled in proper English usage, spelling, grammar and punctuation; must be able to communicate clearly and concisely, both verbally, in writing, in person and by telephone, including the ability to understand and follow verbal and written instructions; Must be able to follow standard office policies, procedures, and equipment; Maintain knowledge of Bastrop County policies and procedures and Bastrop County Sheriff's Office Policies and Procedures. Must have the ability to: Use independent judgment regarding release of confidential information; Serve as a witness, as required; Establish and maintain effective working relationships with victims, witnesses, law enforcement officers, judges, attorneys, representatives of outside agencies, other County employees and officials, and the general public. Must be able to perform multiple tasks simultaneously in a timely manner; 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.

MINIMUM QUALIFICATIONS: Minimum of four (4) years of responsible clerical experience, including use of legal terminology. Prior criminal justice clerical experience and knowledge of computer and media recording is preferred. High school diploma or equivalent; Possession of a valid Texas driver's license. Eligible to receive a TLETS License and other necessary certifications as required for this position. Eligible 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.

All applicants will need to send a letter of intent to Human Resources office at 804 Pecan Street. Our office is open Monday thru Friday between the hours of 8:00am -5:00 pm. 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. Visit our website at: <http://www.co.bastrop.tx.us/site/jobs>.



BASTROP COUNTY, TEXAS

Job Description

***Job Title:** Law Enforcement Specialist
(Digital Media Evidence Analyst)*

Department: Sheriff's Office

FLSA Status: Non-Exempt

Reports to: Special Operations Captain

SUMMARY: Under the direct supervision of the Special Operations Captain, this position collects and records media evidence and maintains original media evidence. This position collects all digital media for requestors, i.e. Bastrop County Sheriff's Office, Bastrop Police Department, Smithville PD, Department of Public Safety, Juvenile Services, Texas Parks and Wildlife, District Attorney's Office, JP Courts, and Open Records Requests. Maintains the confidentiality of the department at all times.

SUPERVISION RECEIVED AND EXERCISED:

Receives direct supervision from the Special Operations Captain, with further direction and guidance from the appropriate chain-of-command and other Law Enforcement supervisors;

Exercises no supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Collects and records digital media evidence as regulated by the Michael Morton Act, Senate Bill 1611 and the Open Records Act;
2. Uses computer to inquire about sensitive information (such as driver license and criminal history checks using the TCIC/NCIC system) for agencies. Uses a variety of electronic databases to research and gather digital media;
3. Supplements case files in connection with criminal investigations;
4. May be exposed to graphic crime scene images and deceased person images that may include infants and children;
5. Maintains a pleasant and courteous demeanor when interacting with the general public, assists the public in person and on the phone, Sheriff's Office employees, other County departments, and outside agencies. Functions as a self-starter with good organizational skills;

6. Keeps monthly/yearly totals of jobs done;
7. Keeps a Digital Evidence Log of all digital evidence turned in or produced;
8. Researches and prepares digital media for prosecution packages. Composes and prepares correspondence. Serves as notary public for legal documents;
9. Testifies in court, as required.
10. Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, and the general public.
11. Maintains confidentiality and security of all information and systems;
12. Performs related work or duties as assigned by supervisor;
13. Keeps a sufficient stock of supplies to accomplish assigned duties;
14. This position will receive, store, and safeguard digital media evidence obtained as a result of law enforcement activities; release evidence for court appearances; and purge cleared digital media evidence to Masterfile.

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 is 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:

Applicable laws as related to the operation of the agency;
Rules of criminal and civil procedures;
Evidence collection procedures;
Personal computer skills and software, including Microsoft Office;
Media platforms and recording/duplicating;
Professional customer service skills;
Proper English usage, spelling, grammar and punctuation;
Standard office policies, procedures, and equipment usage;
Bastrop County policies and procedures;
Bastrop County Sheriff's Office Policies and Procedures.

Ability to:

Use independent judgment regarding release of confidential information;
Serve as a witness, as required;
Establish and maintain effective working relationships with victims, witnesses, law enforcement officers, judges, attorneys, representatives of outside agencies, other county employees and officials, and the general public;
Perform multiple tasks simultaneously in a timely manner;
Work in stressful situations;
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;
Sit for long periods of time on the computer, researching, analyzing, recording telephone conversations, watching and downloading in-car videos and body cam footage, monitoring 9-1-1 calls and radio traffic, listening to jail calls and video visitations;
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 communication with others;
Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

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:

Minimum of four (4) years of responsible clerical experience, including use of legal terminology.
Prior Criminal Justice Clerical and/or Police Communications experience; and knowledge of computer and media recording is preferred.

Education:

High school diploma or G.E.D.

Licensing:

Eligible to receive a TLETS License
Possession of a valid Texas driver license
Other necessary certifications as required for this position
Eligible 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