



Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

An Equal Opportunity Employer

Title: LE-Digital Media Evidence Specialist	Opening Date: August 26, 2024	Application Deadline: September 6, 2024	Job #: 240803
Department: Sheriff's Office	Starting Salary: \$23.56-\$24.48/Hourly	Location: Bastrop, Texas	Travel: N/A

INTERNAL ONLY JOB POSTING

Brief Job Description: Under the direct supervision of the Special Operations Captain with occasional guidance and direction from the Sheriff, 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 departments at all times.

Knowledge, Skills and Abilities: 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.

Minimum Qualifications: 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. Must be eligible to receive a TLETS license. Must possess a high school diploma or equivalent, and a valid Texas driver's license.

Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities.

This is an Internal Only Job Posting. Interested employees with Bastrop County should submit a letter of intent to Human Resources. 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. 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. This position has a six month eligibility list for qualified applicants.