



Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

An Equal Opportunity Employer



Title: Law Enforcement Corporal	Opening Date: April 17, 2019	Application Deadline: May 2, 2019	Job Posting #: 19124
Department: Sheriff's Office	Starting Salary: \$56,799 Annually	Location: Bastrop, Texas	Travel: N/A

INTERNAL TO BCSO EMPLOYEES ONLY

BRIEF JOB DESCRIPTION: Under the direct supervision of the Law Enforcement Sergeant, this position is responsible for providing direction and leadership to officers performing Patrol functions; for coordinating with Law Enforcement Sergeant to direct and assist officers at crime or emergency scenes; and for providing feedback to Law Enforcement Sergeant for the use in the evaluation of officer performance reviews. Work also involves serving as leader on a patrol shift; directing, instructing, and advising on technical police problems related to investigations and arrests; and acting as Supervisor in the absence of the Law Enforcement Sergeant; and setting schedules and assigning tasks within the scope of assigned projects.

GENERAL KNOWLEDGE, SKILLS, AND ABILITIES: 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.

MINIMUM QUALIFICATIONS: Any combination of education and experience equivalent to a minimum of at least four (4) years of Law Enforcement experience as a TCOLE Commissioned Peace Officer, be currently employed by the Bastrop County Sheriff's Office as a commissioned Peace Officer. Candidates must hold an Intermediate Certification.

SELECTION PROCESS: The structure of the selection process will depend on the number of applicants.

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

All applicants will need to submit a letter of intent to Human Resources office. 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. Visit our website at:

<http://www.co.bastrop.tx.us/page/co.jobs>



BASTROP COUNTY, TEXAS

Job Description

Job Title: Law Enforcement Corporal

Department: Sheriff's Office

FLSA Status: Non-Exempt

Reports To: Law Enforcement Sergeant

SUMMARY: Under the direct supervision of the Law Enforcement Sergeant, this position is responsible for providing direction and leadership to officers performing Patrol functions; for coordinating with Law Enforcement Sergeant to direct and assist officers at crime or emergency scenes; and for providing feedback to Patrol Sergeant for the use in the evaluation of officer performance reviews. Work also involves serving as leader on a patrol shift; directing, instructing, and advising on technical police problems related to investigations and arrests; and acting as Supervisor in the absence of the Law Enforcement Sergeant; and setting schedules and assigning tasks within the scope of assigned projects.

SUPERVISION RECEIVED AND EXERCISED:

Receives supervision from the Law Enforcement Sergeant, with further direction and guidance from the Law Enforcement Lieutenant.

Exercises limited supervision of Patrol deputies.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Directs, coordinates and assists with the daily activities of a patrol shift;
2. Ensures that work gets accomplished without regard to employee absence;
3. Serves as acting supervisor in the absence of the Law Enforcement Sergeant;
4. Enforces the civil and criminal laws of Texas;

5. Patrols residential and commercial areas of the County which lie outside the jurisdiction of city law enforcement and watches for suspicious activities;
6. Takes citizen complaints such as suspicious vehicles and persons, assaults, thefts, criminal mischief, burglaries, 911 hang-ups, and runaways;
7. Testifies in court as needed;
8. Assists investigators and supervisors as needed;
9. Issues citations for traffic offenses such as speeding, reckless driving, failure to yield, failure to stop at a red light/stop sign, etc;
10. Remains current on legislative rules and procedural changes regarding law enforcement changes in the state of Texas;
11. Provides exceptional customer service to County employees & the public, both in person and by phone;
12. Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, and the general public;
13. Maintains confidentiality and security of all casework and any additional information provided;
14. 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.

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:

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 Officer Standards and Education.

Ability to be bonded.

***** 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.