



Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

An Equal Opportunity Employer

Title: Public Building Screener (Temporary)	Opening Date: November 3, 2020	Application Deadline: Open Until Filled	Job #: 20147
Department: Sheriff's Office	Starting Salary: \$20.00 Hourly	Location: Bastrop, Texas	Travel: N/A

INTERNAL/EXTERNAL JOB POSTING

Brief Job Description: Under the direct supervision of the Sheriff's Office - Civil Process Sergeant, this position performs screening of citizens entering Bastrop County public buildings, to reduce the spread of COVID-19 (Coronavirus). Must be able to act without close supervision while exercising independent judgment. Performs duties in accordance local statutes/ordinances, as well as established departmental policies, procedures, and guidelines. This position is projected to end on 12-30-2020, with the possibility of an extension if funding were to become available (not guaranteed).

General Knowledge, Skills, and Abilities: Applicable statutes/ordinances as related to the operation of the COVID-19 screening devices in the county buildings; Professional Customer Service skills. Responsible for the operation of mask and temperature screening devices located in the public buildings of Bastrop County.

Minimum Qualifications: Must be 18 years of age or older. 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.

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 Job Application is required, and can be downloaded at: <https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=a7d71333-73b6-4ae5-b3d7-a59c651de914>. Applications can be completed online at <http://www.co.bastrop.tx.us/page/co.jobs>. 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. Visit our website at: <http://www.co.bastrop.tx.us/page/co.jobs>.



BASTROP COUNTY, TEXAS

Job Description

Job Title: Temporary Public Building Screener

Department: Sheriff's Office

FLSA Status: Non-Exempt

Reports To: Civil Process Sergeant

SUMMARY: Under the direct supervision of the Sheriff's Office -Civil Process Sergeant, this position performs screening of citizens entering Bastrop County public buildings, to reduce the spread of COVID-19 (Coronavirus). Must be able to act without close supervision while exercising independent judgment. Performs duties in accordance local statutes/ordinances, as well as established departmental policies, procedures, and guidelines. This position is projected to end on 12-30-2020, with the possibility of an extension if funding were to become available (not guaranteed).

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. Responsible for the operation of mask and temperature screening devices located in the public buildings of Bastrop County.
2. Provides exceptional customer service to County employees & the public, both in person and by phone;
3. Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, and the general public;
4. Maintains confidentiality and security of all disseminated information provided.
5. 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: Must be 18 years of age or older. 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 statutes/ordinances as related to the operation of the COVID-19 screening devices in the county buildings.

Professional Customer Service skills.

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;
- 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;
- 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:

Experience:

Experience with exact or similar job tasks is preferred, but not required.

Education:

High School diploma or GED.

Licensing:

Applicant must have a valid Texas driver's license.

Applicant must be qualified 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.