



County Job Posting

804 Pecan Street, Bastrop TX 78602
(512) 581-7120

An Equal Opportunity Employer

Title: Public Nuisance Officer	Opening Date: January 7, 2021	Application Deadline: Open Until Filled	Job Posting #: 20158
Department: Development Services	Starting Salary: \$24.00 hourly	Location: Bastrop, Texas	Travel: N/A

INTERNAL/EXTERNAL JOB POSTING

BRIEF JOB DESCRIPTION: Under the direct supervision of the Director of Development Services, this position is responsible for the interpretation and compliance to state laws and Bastrop County Rules for Abatement of Public Nuisances, Environmental Crimes and illegally discarded materials. Conducts criminal and civil investigations of environmental crimes by collecting evidence, interviewing witnesses and suspects, and preparing written reports for the Development Services Department and the District Attorney's Office. Collects and processes crime scene evidence, makes arrests and acts a credible witness to testify in courtroom proceedings. Performs extensive record and report maintenance duties by documenting all information concerning investigation activities accurately and completely. Performs duties in accordance with state and local statutes, as well as established departmental policies, procedures, and guidelines.

GENERAL KNOWLEDGE, SKILLS, AND ABILITIES: General principles and practices of law enforcement; Principles and practices of the investigation process; Applicable laws as related to the operation of the agency; Laws and regulation involving violations of the Penal Code, Code of Criminal Procedure, Health & Safety Code; Personal Computer skills and software, including Microsoft Office; Professional Customer Service skills;

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.

LICENSING: Possession of a valid Texas driver's license. Possession of Peace Officer license issued by the Texas Commission on Law Enforcement (TCOLE) with a minimum of Intermediate Proficiency Certification. Ability to be bonded.

NOTE: A second application will be required if requested to do so.

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 completed at:

<https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=a7d71333-73b6-4ae5-b3d7-a59c651de914> A resume will be considered, but will not be accepted in lieu of application. Applications received 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: www.co.bastrop.tx.us/page/co.jobs.



BASTROP COUNTY, TEXAS

Job Description

Job Title: Public Nuisance Officer

Department: Development Services

FLSA Status: Non-Exempt

Reports To: Director of Development Services

SUMMARY: Under the direct supervision of the Director of Development Services, this position is responsible for the interpretation and compliance to state laws and Bastrop County Rules for Abatement of Public Nuisances, Environmental Crimes and illegally discarded materials. Conducts criminal and civil investigations of environmental crimes by collecting evidence, interviewing witnesses and suspects, and preparing written reports for the Development Services Department and the District Attorney's Office. Collects and processes crime scene evidence, makes arrests and acts a credible witness to testify in courtroom proceedings. Performs extensive record and report maintenance duties by documenting all information concerning investigation activities accurately and completely. Performs duties in accordance with state and local statutes, as well as established departmental policies, procedures, and guidelines.

SUPERVISION RECEIVED AND EXERCISED:

Receives supervision from the Director of Development Services, with further direction and guidance from the Environmental Services Manager.

Exercises no supervision except when assigned as the lead investigator while at a crime scene.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Investigates complaints of environmental crimes (felony and misdemeanor), public and public health nuisances using agreed procedures, working with other agencies where appropriate and taking action against the perpetrators.
2. Conducts fieldwork to include interviewing witnesses and suspects to obtain facts and evidence from the scene, collecting and preserving samples and evidence from the scene and maintaining related records and following up with surveillance, arrests and search warrants as indicated.
3. Prepares and completes all the necessary paperwork and reports to document victim, witness and suspect interviews and all subpoenaed records, deputy actions, scene diagrams, photo logs, field activities, observed conditions, affidavits, search warrants, etc.
4. Prepares cases for presentation to the District Attorney for prosecution and testifies in court as needed.
5. Remains current on legislative rules and procedural changes in the state of Texas in order to provide technical assistance to the public and other interested groups regarding the application of appropriate regulations by personal contact, workshop or relevant meeting.
6. Conducts environmental monitoring, collects and analyzes environmental samples and prepares technical reports regarding studies involving environmental subjects.

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;
Principles and practices of the investigation process;
Applicable laws as related to the operation of the agency;
Laws and regulation involving violations of the Penal Code, Code of Criminal Procedure, Health & Safety Code;
Personal Computer skills and software, including Microsoft Office;
Professional Customer Service skills;
Basic auditing and accounting fundamentals;
Proper English usage, spelling, grammar and punctuation;
Standard office policies, procedures, and equipment;
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 and maintain equipment required to perform essential job functions;
Work independently in the absence of supervision;
Work in a safety-conscious environment, 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; Move and pull materials weighing up to 50 pounds; 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:

Two (2) years prior experience in law enforcement and/or investigations; or an equivalent combination of education, training and experience.

Education:

High School diploma or GED.

Formal education such as an Associate Degree or higher is desirable but not required.

Licensing:

Possession of a valid Texas driver's license.

Possession of Peace Officer license issued by the Texas Commission on Law Enforcement (TCOLE) with a minimum of Intermediate Proficiency Certification.

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 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.