



Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

An Equal Opportunity Employer

Title: Warrants/Evidence Tech	Opening Date: March 1, 2021	Application Deadline: March 12, 2021	Job Posting #: 21022
Department: Sheriff's Office	Starting Salary: \$20.67-\$22.00 hourly	Location: Bastrop, Texas	Travel: N/A

INTERNAL AND EXTERNAL JOB POSTING

BRIEF JOB DESCRIPTION: This position will be trained to receive and process criminal warrants and Protective Orders into the Criminal Justice System; update the status of all warrants and Protective Orders in the BCSO system as well as the TCIC/NCIC system; process Out of County bonds; perform the fingerprinting process, maintain CID/Patrol crime scene supplies; maintain gun records; photograph evidence, collect and process evidence at crime scenes. Duties also include preparing reports of evidence process findings, conducting fingerprint comparisons, and testifying in a court of law about the work performed and the results achieved. This position will receive, store, and safeguard evidence and property obtained as a result of law enforcement activities; release evidence for lab work and court appearances; and return cleared property to owners.

GENERAL KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of general principles and practices of applicable federal, state and local laws, ordinances, statutes, regulations, rules, policies and procedures, including Sheriff's Office policies and procedures applicable to the jail; Computer proficiency in data entry and information retrieval. Must be able to understand and follow verbal and written instructions; clearly issue verbal and written instructions; maintain a calm and confident attitude during emergency, stressful or critical incident situations.

RESIDENTIAL REQUIREMENTS: Must live in the County or reside within 20 miles of the County line, consistent with the Sheriff's Office vehicle take home policy.

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.

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

A Bastrop County Sheriff's Office Application is required and can be filled out at <https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=a7d71333-73b6-4ae5-b3d7-a59c651de914>. It can also be obtained from the Bastrop County Human Resources website at <http://www.co.bastrop.tx.us/page/co.jobs>. Applications can also be emailed to: apply@co.bastrop.tx.us. Resumes will not be accepted unless accompanied by a complete BCSO application. Bastrop County is an equal opportunity employer.

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: Warrant / Evidence Technician

Department: Sheriff's Office

FLSA Status: Non-Exempt

Reports To: CID Sergeant

SUMMARY: This position will be trained to receive and process criminal warrants and Protective Orders into the Criminal Justice System; update the status of all warrants and Protective Orders in the BCSO system as well as the TCIC/NCIC system; process Out of County bonds; perform the fingerprinting process, maintain CID/Patrol crime scene supplies; maintain gun records; photograph evidence, collect and process evidence at crime scenes. Duties also include preparing reports of evidence process findings, conducting fingerprint comparisons, and testifying in a court of law about the work performed and the results achieved. This position will receive, store, and safeguard evidence and property obtained as a result of law enforcement activities; release evidence for lab work and court appearances; and return cleared property to owners.

The performance of this position affects the operation of the Department and the work of others, which may affect the well-being of the Sheriff's Office and the general public. On occasion, may be required to work on weekends and/or work hours other than 8:00a.m. to 5:00 p.m. The position could evolve into an On-Call rotation for the possibility of crime scene processing, as delegated by CID supervision.

SUPERVISION RECEIVED AND EXERCISED

Receives guidance from CID Sergeant, with further direction by the CID Division Commander and others in Sheriff's Office Chain of Command.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Performs driver's license and criminal history checks using the TCIC/NCIC system;
2. Performs data entry and maintenance of warrants and protective orders into in-house, state, and federal systems;
3. Prepares reports for documentation of physical evidence collection and processing;
4. Receives, classifies, and logs evidence and property received from law enforcement officers obtained as a result of law enforcement activities;
5. Contacts owners to claim released property and releases property upon receipt of proof of ownership;
6. Records fingerprints for civilian/employee applications;

7. Honors subpoenas issued by the courts;
8. May be subject to night, weekend, holiday, and/or emergency call-in duty as directed by supervisor;
9. Keeps monthly statistics;
10. Provides exceptional customer service to County employees & the public, both in person and by phone;
11. Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, and the general public;
12. Maintains confidentiality and security of all case work;
13. PERFORMS OTHER 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. May be required to wear department specified dress.

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 and professional experience in:

Methods and techniques to dispel dangerous and/or hostile situations;
 Applicable federal, state and local laws, ordinances, statutes, regulations, rules, policies and procedures, including Sheriff's Office policies and procedures applicable to the jail;
 Computer proficiency in data entry and information retrieval;
 Warehousing, inventory control, material handling, and storage.

Ability to:

Understand the magnitude and severity of entrusted private Law Enforcement information and maintain strictest confidentiality;
 Understand and follow verbal and written instructions;
 Clearly issue verbal and written instructions;
 Maintain a calm and confident attitude during emergency, stressful or critical incident situations;
 Perform general cleaning tasks using a variety of chemical and detergent products;
 Establish and maintain effective working relationships with those contacted in the course of the job;
 Perform various manual tasks for extended periods of time;
 Work a schedule which may occasionally include nights, weekends and holidays;
 Operate equipment required to perform essential job functions;
 Work independently in the absence of supervision;
 Work in a safety-conscious environment and to follow & promote good safety practices;
 Learn, understand, and apply pertinent laws, rules, and regulations;
 Communicate clearly and concisely, both verbally and in writing;
 Maintain continuing education and licensing requirements for the State of Texas;
 Be willing to learn and accept new areas of responsibility concerning criminal investigation techniques;

May occasionally be called to a crime scene where there will be unsightly crime scene evidence.

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, 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;

Effectively handle a work environment and conditions which involve:

- Exposure to loud noise, Exposure to cleaning products;
- Working closely with others, working outside normal business hours;

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

- Walking, sitting, stooping or standing for long periods of time, Lifting, moving, and carrying heavy materials, Climbing, Crawling, Squatting, Kneeling, and Running, Performing heavy manual labor, working on uneven and/or slippery surfaces.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and responsibilities which may include:

- Effective interaction and communication with others;
- 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:

Three (3) years of full-time work experience in a business setting. Generalized skill set in business computer programs. Experience with evidence collection and preservation is preferred but not necessary.

Education:

High School Diploma or equivalent. Courses or experience in Criminal Justice, crime scene which may include:

Licensing and Other Qualifications:

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

SELECTION GUIDELINES:

Formal application; rating of education and experience; oral interview and/or administrative selection; reference and other background checks; job-related tests may be required. Background will be evaluated utilizing the same criteria used for background checks for Peace Officers

***** 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