



Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

An Equal Opportunity Employer

Title: HR Specialist - SO	Opening Date: September 19th, 2025	Application Deadline: Open until filled	Job #: 250908
Department: Human Resources	Starting Salary: \$24.04 - \$25.72/hr	Location: Bastrop, TX	Travel: Moderate

INTERNAL AND EXTERNAL JOB POSTING

Brief Job Description: Primarily under the direct supervision of the Human Resources Deputy Director, this position performs complex payroll, financial, and employee benefits tasks for the employees of the Bastrop County Sheriff's Office. Work involves administering a human resources management program and ensuring compliance with state and federal laws and regulations as well as County policies and procedures. This position is responsible for processing various payroll and personnel actions, including tracking and monitoring employee's time submission and leave accruals, providing recruitment assistance for all internal and external Sheriff's Office job postings, new hire and termination processing, and assisting applicants and employees with various payroll and benefits related questions.

Knowledge, Skills and Abilities: Thorough understanding of the principles of Human Resources management. Proficient in personal computer use and software applications, including Microsoft Office. Strong professional customer service skills. Familiarity with basic auditing and accounting fundamentals. Ability to perform multiple tasks simultaneously in a timely and efficient manner. Capable of properly interpreting, understanding, and making decisions in accordance with applicable laws, regulations, and policies. Committed to maintaining the confidentiality of information encountered during work activities at all times.

Minimum Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, have a high school diploma or equivalent, and a valid Texas Driver's license (or a valid out of state Driver's license with the ability to obtain a TXDL within 90 days). 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.

A Bastrop County Job Application is required and can be completed at:
[Bastrop County Employment Application](#)

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. Visit our website at: <http://www.co.bastrop.tx.us/page/co.jobs>



BASTROP COUNTY, TEXAS

Job Description

***Job Title:** HR Specialist - SO*

Department: Human Resources

FSLA Status: Non-Exempt

Reports To: HR Deputy Director and/or HR Director

SUMMARY: Primarily under the direct supervision of the Human Resources Deputy Director, this position performs complex payroll, financial, and employee benefits tasks for the employees of the Bastrop County Sheriff's Office. Work involves administering a human resources management program and ensuring compliance with state and federal laws and regulations as well as County policies and procedures. This position is responsible for processing various payroll and personnel actions, including tracking and monitoring employee's time submission and leave accruals, providing recruitment assistance for all internal and external Sheriff's Office job postings, new hire and termination processing, and assisting applicants and employees with various payroll and benefits related questions.

SUPERVISION RECEIVED AND EXERCISED:

Receives direct supervision from the Bastrop County HR Deputy Director and/or HR Director, with further direction and guidance from the HR Payroll Coordinator/Team Lead.

Exercises no supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Assists with the recruitment of all internal and external Sheriff's Office job postings;
2. Administers Aptitude and Physical AT/PT testing monthly for all applicants and employees;
3. Processes paperwork for new employees, terminating employees, pay changes, and employee transfers to ensure conformity with county, state, and federal regulations, policies, and procedures;
4. Monitors and evaluates staffing logistics for the Sheriff's Office Administration, Jail and Patrol division;
5. Monitors departmental timesheet submission and employee leave accruals; performs monthly audits of employee timesheet records; enters timesheet data into HRIS in an accurate and timely manner for payroll processing;
6. Communicates and disseminates human resources policies and procedures, and may audit the functions of the human resources management program at the Sheriff's Office to ensure compliance with state and federal law and County policies and procedures;
7. Prepares quarterly state criminal alien assistance program quarterly (SCAAP) Financial Data report Organized Crime Drug Enforcement Task Force (OCDEFT) and High Intensity Drug Trafficking Area (HIDA); US Marshal Service; Auto Theft grant reimbursement and submit to Auditor's and Treasurer's office for grant renewal;

8. Provides exceptional customer service to County employees & the public, in person, by phone and through correspondence;
9. Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, and the general public;
10. Maintains confidentiality and security of all payroll and human resources information and systems;

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, have a high school diploma or equivalent, and a valid Texas Driver's license (or a valid out of state Driver's license with the ability to obtain a TXDL within 90 days). 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 Payroll and Employee Benefits management;
Principles of Human Resources management;
Applicable laws as related to the operation of the agency;
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 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 physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

Walking, sitting, or standing for long periods of time; Lifting and carrying materials weighing up to 25 pounds such as files or stacks of records; Occasional climbing, stooping, crawling, squatting, and/or kneeling.

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:

Three (1) to three (3) years prior experience in human resources administrative and technical assistance work; previous experience in payroll and employee benefits functions is preferred; or an equivalent combination of education, training and experience.

Education:

HS Diploma

Preferred Associate Degree from an accredited college or university with major course work in human resources management, business or public administration, or a related field is generally preferred.

Licensing:

Ability to earn HR Certifications

SELECTION GUIDELINES:

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

Drug and Alcohol Testing:

This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol in accordance with applicable federal and state laws and County policy.

Employment At-Will:

This job description does not constitute an employment agreement and is subject to change. Under no circumstance is this job description, or any part of it, to be construed as a contract of employment, either express or implied.

Employment is at-will and may be terminated at any time by either the employer or employee.