



# Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

An Equal Opportunity Employer



<b>Title:</b> <b>Law Enforcement Specialist – Sex Offender Registration</b>	<b>Opening Date:</b> <b>June 21, 2022</b>	<b>Application Deadline:</b> <b>July 5, 2022</b>	<b>Job Posting #:</b> <b>220322</b>
<b>Department:</b> <b>Sheriff's Office</b>	<b>Starting Salary:</b> <b>\$ 21.63 Hourly</b>	<b>Location:</b> <b>Bastrop, Texas</b>	<b>Travel:</b> <b>N/A</b>

## INTERNAL AND EXTERNAL JOB POSTING

**BRIEF JOB DESCRIPTION:** The position performs investigative tasks on low priority cases. Completes and enters criminal reports and legal documents into the computer system. Maintains written records of all correspondence with caseload information. Performs administrative functions, such as processing statements, affidavits, statistical reports and forms. Updates and reviews Sex Offender files to identify level of compliance. Assists the public by telephone and in person by answering questions and referring them to appropriate investigator or agency. Collects and distributes crime statistics and analysis of criminal trends to assist in investigations. Interviews Sex Offenders in a face to face setting in the office assigned to the Sex Offender Registrar. Assists investigators by using a variety of sources to investigate criminal activity. Coordinates with Criminal Investigator of non-compliant offenders. Performs other related work or duties as assigned by supervisor. Maintains the confidentiality of the department at all times.

**GENERAL KNOWLEDGE, SKILLS, AND ABILITIES:** Registration of convicted sex offenders; interview and document offender's residential address. Ability to finger print, photograph and take DNA samples. Must be able to performs investigative tasks on low priority cases. Take original report from victims and records statements. Collects evidence and records in case files. Generates criminal incident and supplemental reports in connection with criminal investigations. Enters supplemental reports that were submitted by detective and supervisors into computer systems. Maintains written record of any and all correspondence with caseload information. Must also possess personal computer skills and software skills including Microsoft Office, and maintain a high level of professional customer service skills. Must be skilled in proper English usage, spelling, grammar and punctuation; must be able to communicate clearly and concisely, both verbally, in writing, in person and by telephone, including the ability to understand and follow verbal and written instructions; Must be able to follow standard office policies, procedures, and equipment; Maintain knowledge of Bastrop County policies and procedures and Bastrop County Sheriff's Office Policies and Procedures. Must have the ability to: Use independent judgment regarding release of confidential information; Serve as a witness, as required; establish and maintain effective working relationships with victims, witnesses, law enforcement officers, and other County employees and officials, and the general public. Must be able to perform multiple tasks simultaneously in a timely manner; Work independently in the minimum 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.

**MINIMUM QUALIFICATIONS:** Minimum of four (4) years of responsible clerical experience, including use of legal terminology. combination of education and experience that has been achieved. High school diploma or equivalent; Possession of a valid Texas driver's license.

**PREFERENCE:** Fluent in Spanish.

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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 Sheriff's Office Job Application is required, and can be downloaded at: <http://www.co.bastrop.tx.us/default.aspx?name=co.jobs>

**Bastrop County Sheriff's Office Application is required.** A resume will be considered, but will not be accepted in lieu of application. Applicants may mail or drop off an application at: Bastrop County, Attn: HR, 804 Pecan Street, Bastrop, Texas 78602 OR email applications to [apply@co.bastrop.tx.us](mailto:apply@co.bastrop.tx.us). 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.



## BASTROP COUNTY, TEXAS Job Description

*Job Title: Law Enforcement Specialist- Sex Offender Registration*

**Department:** Sheriff's Office

**FLSA Status:** Non-Exempt

**Reports To:** CID Sergeant

**SUMMARY:** The position performs investigative tasks on low priority cases. Completes and enters criminal reports and legal documents into the computer system. Maintains written records of all correspondence with caseload information. Performs administrative functions, such as processing statements, affidavits, statistical reports and forms. Updates and reviews Sex Offender files to identify level of compliance. Assists the public by telephone and in person by answering questions and referring them to appropriate investigator or agency. Collects and distributes crime statistics and analysis of criminal trends to assist in investigations. Assists investigators by using a variety of sources to investigate criminal activity. Interviews Offenders in a face to face setting in an office assigned to the Sex Offender Registrar. Co-ordinates with Criminal Investigator of non-compliant offenders. Performs other related work or duties assigned by supervisor. Maintains the confidentiality of the department at all times.

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives supervision from the CID Sergeant, with further direction and guidance from the CID Captain. This position is under minimal supervision.

Exercises no supervision.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

1. Daily contact, registration of convicted sex offenders; interview and document offender's residential address. Interviews will be face to face in an office assigned to the Sex Offender Registrar for this purpose. Ability to fingerprint, photograph and take DNA samples
2. Performs investigative tasks on low priority cases. Takes original reports from victims. Makes contact with victims and takes sworn statements. Interviews witnesses and records statements. Collects evidence and records in case files. Generates criminal incident and supplemental reports in connection with criminal investigations. Enters supplemental reports that were submitted by detectives and supervisors into computer system. Maintains written record of any and all correspondence with caseload information. Updates and reviews Sex Offender files to identify level of compliance. Uses computer to inquire about sensitive information (such as criminal histories) for agencies. Uses a variety of resources, including textbooks, electronic databases, maps and assorted legal media to investigate criminal activity.
3. Processes legal documents for detectives, such as voluntary statements, affidavits of fact, probable cause affidavits, lab submission forms, statistics reports, clearance rates and crime rates. Composes and prepares correspondence. Assists the public in person and on the phone. Keeps monthly statistics. Collects and distributes crime statistics for outside agencies.
4. Serves as civilian witness to voluntary statements and testifies in court, as required. Serves as liaison among CID and County Attorney's Office and District Attorney's Office. Provides victims with information regarding assistance programs and referral agencies. Prepares photo line-ups. Prepares analysis of criminal trends and patterns to assist in investigations. May assist detectives in translation.
5. Maintains confidentiality and security of all information and systems;
6. Performs complex duties in the investigation and documentation of criminal activity;
7. Co-Ordinates with Criminal Investigator of non-compliant offenders;
8. Performs other 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 is 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:**

Applicable laws as related to the operation of the agency;  
Personal Computer skills and software, including Microsoft Office;  
Professional Customer Service skills;  
Basic rules of criminal and civil procedures;  
Knowledge of various legal instruments and terminology;  
Knowledge of collection procedures;  
Proper English usage, spelling, grammar and punctuation;  
Standard office policies, procedures, and equipment;  
Bastrop County policies and procedures;  
Bastrop County Sheriff's Office 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 victims, witnesses, law enforcement officers and others involved in criminal proceedings;  
Properly interpret, understand and make decisions in accordance with laws, regulations and policies;  
Conduct business with the public in a professional and courteous manner;  
Documenting trends in criminal activities and other patterns related to solving cases;  
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;  
Serve as a witness, as required;

**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 30 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:**

Four (4) years of responsible clerical experience, including use of legal terminology; or

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

#### **Education:**

High school diploma or GED.

#### **Licensing:**

Possession of a valid Texas driver's license.

#### **Preferred:**

Fluent in Spanish.