

**Llano County
Employment Opportunity
Sheriff's Office
Patrol Sergeant – Annual \$58,017**

The Llano County Sheriff's office is accepting applications for a full-time Patrol Sergeant. This is a non-exempt position, under the direction of the Patrol Lieutenant, to supervise Patrol Corporals and relay pertinent information to the Patrol Lieutenant with regards to day-to-day Patrol issues.

Other requirements may include assisting in coordination of Patrol shift coverage with the Patrol Corporals. Must have a professional appearance, good communication skills, knowledge of Sheriff's Office Policy and Procedure manual, and ability to work flexible hours.

Job Location: Llano County Law Enforcement Center 2001 N. Hwy 16, Llano, Texas 78643
Job open: May 13, 2024 until filled

Benefits include: Retirement, Health and Dental Insurance, Senate Bill Incentive, Vacation, Sick and Holiday Pay

Back ground check is required

For a complete job description and application, please go to www.co.llano.tx.us. Return completed application to the Llano County Human Resource department located at 100 W. Sandstone, Suite 100B, Llano, Texas 78643 or by email to: lisa.otto@co.llano.tx.us.

For questions, please call the Llano County Sheriff's Department @ 325-247-5767.

Llano County is an Equal Opportunity Employer

Llano County Job Description

Job Title: Patrol Sergeant

Base: S17

FLSA: Non-Exempt

Department: Sheriff

EEO: 04 Protective Service

Reports To: Patrol Lieutenant

Summary:

The purpose of this position is to supervise Patrol Corporal's and relay pertinent information to the Patrol Lieutenant with regards to day-to-day Patrol issues.

Essential Duties and Responsibilities:

- Supervise Patrol Corporals
- Annual evaluations of Patrol Corporals
- Help coordinate Patrol shift coverage with the Patrol Corporals
- Submit Deputy Monthly Activity Reports to the Patrol Lieutenant
- Review Timesheets at the end of each pay period
- Relay pertinent information related to Patrol (Patrol issues, equipment needs and or failures)
- Keep Patrol Lieutenant informed on any major incidents that occur within Llano County
- Assist with calls for service as needed
- Enforce traffic and penal code laws
- Supervise major crime scenes
- Internal investigations (policy violations)
- Coordinate with other agencies and divisions within the Sheriff's Department
- Discipline or commend corporals and deputies
- Approve arrests and reports
- Other duties assigned by Patrol Lieutenant

Other Responsibilities (Marginal Functions)

- Ensure deputies maintain a professional appearance (uniforms and vehicles)
- Public relations

Knowledge, Skills and Abilities:

- Good communication skills both oral and written
- Knowledge of Sheriff's Office Policy and Procedure Manual
- Ability to have flexible work hours

Education, Certificates, and Licenses:

- Must have a minimum of (4) years as a commissioned peace officer
- Must have (2) years' experience as a Sergeant with the Llano Sheriff's Office
- Attend TCOLE approved supervisor training

Certificate and Licenses:

- TCOLE certification
- TCOLE Supervisor Course #3737
- All other required TCOLE training
- Advanced Certification
- Annual firearms qualification
- Maintain the required in-service hours

Physical Demands:

- Ability to effect the lawful arrest of individuals
- Ability to act during stressful/confrontational situations

Primary Tools and Equipment use

- Firearms
- Taser
- Patrol Unit
- Computer
- Handcuffs
- In-car and Body Worn Camera Systems
- Two-way radio

This job description does not constitute an employment between Llano County and employee, does not necessarily include duties which may be required for this position and may be revised as needed.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Employee Acknowledgement

This confirms that I, _____, have received a copy of my job description with Llano County for the position of _____ and that I recognize the job duties may be changed, amended, or supplemented at any time, and that such changes will supersede this job description.

Employee's Signature

Date