

**Llano County Sheriff's Department
Employment Opportunity
Patrol Deputy – Annual \$53,593**

The Llano County Sheriff's Office is accepting applications for a Patrol Deputy. Responsibilities and duties include but not limited to; answer calls for service, enforce traffic and penal code laws, as well as local, state, and federal law, and patrol assigned areas of the Llano County.

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

Benefits include: Health & dental, Retirement, 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 Sheriff's Office @325-247-5767.

Llano County is an Equal Opportunity Employer

Llano County Job Description

Job Title: Patrol Deputy

Base: P15

FLSA: Non-Exempt

Dept: Sheriff

EEO: 04 Protective Service

Reports To: Patrol Corporal

Summary:

The purpose of this position is to answer calls for service as well as enforce traffic and penal code laws.

Essential Duties and Responsibilities:

- Patrol assigned areas of the Llano County
- Answer calls for service
- Enforce traffic and Penal Code Laws
- Assist other agencies (FD, EMS, DPS, etc.)
- Complete reports in a timely manner
- Relay pertinent information related to Patrol (patrol issues, equipment needs and or failures) to Patrol Corporal
- Keep Patrol Corporal informed on any major incidents that occur within Llano County
- Enforce local, state and federal law
- Other duties or tasks assigned by supervisor

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 be a minimum 21 years of age
- Must hold Texas Basic Peace Officer License

Certificate and Licenses:

- Basic TCOLE certification
- Annual firearms qualification
- Maintain the required in-service hours

Physical Demands:

- Must be able to work 12-hour shifts
- 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