KARNES COUNTY

DEPUTY SHERIFF - Sheriff's Office

SALARY $27.88 Hourly/$58,000 per year

LOCATION Karnes County, TX

JOB TYPE Regular Full-time

DEPARTMENT Sheriff's Office

OPENING DATE 01/01/2026

Misson Statement

The mission of the Karnes County Sheriff's Office is to protect the lives and property of the residents and visitors of Karnes County through professional policing, community partnerships, and the efficient management of personnel and resources.

Essential Duties and Responsibilities

1. Patrols assigned county area.
2. Maintains awareness of area for crime prevention.
3. Responds day or night by traveling to major offense locations for on-scene investigations; recording offenses and accidents; interviewing complainants, witnesses and defendants; and handling vehicular traffic control and enforcement (tickets/warnings).
4. May also be required to photograph crime scenes, investigate crime scenes, collect and submit evidence, complete reports and assume control of and responsibility at crime scene by directing/assigning duties to patrol.
5. May locate fugitives using background investigations, office equipment computations, and conducting surveillance and search and seizures.
6. May assist with case preparation and completion and process evidence.
7. May file charges with the District Attorney.
8. May gather and prepare the necessary documents to transfer sentenced felons to other jurisdictional institutions.
9. May provide courthouse security and act as court bailiff.
10. May testify in court.
11. May coordinate and implement initial and in-service training programs for departmental office while developing new training course and updating existing courses.
12. Provides assistance to qualified recipients of various crime programs.
13. Must file detailed chronological reports with the appropriate authorities and prepare sworn affidavits for the issuance of or actual execution of search/arrest warrants.
14. Must maintain physical fitness in order to perform the essential duties of the position.
15. Must have the ability to use reasonable force when necessary.
16. Must work assigned shift.
17. Must enforce all applied rules and regulations of given position.
18. Must complete mandatory paperwork.
19. Must produce legal documents required in the performance of the duties of the position.
20. Attends and complete all training required by statute or TCOLE to maintain required certification(s) and (licenses).
21. Performs all other related duties as assigned.

SKILLS - For this position the following skills and abilities must be demonstrated by a level of proficiency or achieved within a normal and customary time period:

1. Must have good interpersonal and public relations skills.
2. Experience or training in public speaking desirable.
3. Must be able to understand, interpret and properly apply court orders, relevant State statutes including the Code of Criminal Procedure, Penal Code, Transportation Code, and all other statutes, ordinances, policies and procedures required to perform essential job duties of the position assigned.

4. Must be able to prepare official documents required to perform assigned functions including but not limited to interoffice memos and letters to other agencies, affidavits, investigative reports, and case filing documents.
5. Must be proficient in the use of defensive tactics requiring physical force including the use of intermediate impact weapons and firearms.

KNOWLEDGE – For this position the following knowledge is required to perform essential job functions relevant to assigned positions:

1. Must have a working knowledge of the Code of Criminal Procedure, Penal Code, Transportation Code and other State statutes, and County ordinances.
2. Must have a working knowledge of applicable County policies including but not limited to the Karnes County Employee Handbook, and KCSO policies.
3. Must have a working knowledge of department organization and functions.
4. Must have a working knowledge needed to use basic Microsoft Office Word functions (word processing).

ABILITIES – For this position the following demonstrated abilities are required to effectively perform essential job functions:

1. Ability to control emotions and focus on professional duties and obligations in all circumstances regardless of provocations or stresses encountered.
2. Ability to communicate necessary information to others in a calm, clear, dispassionate and purposeful speaking voice in all circumstances.
3. Ability to create accurate, clear, concise, comprehensive, relevant and grammatically correct documents.
4. Ability to work with employees and citizens from diverse population groups to meet Department mission and serve public interest.
5. Ability to focus personal efforts and participate in team efforts toward continuous performance improvement.
6. Ability to actively seek opportunities to increase and improve knowledge, skills, and abilities needed to improve personal performance
7. Ability to actively listen by aggressively practicing good listening techniques.
8. Ability to use interpersonal skills to foster positive working relationships with team members (peers, supervisors, and other providers) required to provide superior services in the public interest.
9. Ability to take appropriate action to accomplish assigned duties and accept accountability for outcomes.
10. Ability to use appropriate physical force including deadly force when imminently necessary to prevent death or serious bodily injury to others or self.

Minimum Requirements

High school diploma or GED. Must be a U.S. Citizen. Must have completed a Texas Basic Peace Officer course and be licensable by TCOLE. Must possess a valid Texas Driver's License. Must be willing to work nights, evenings, overtime, weekends, holidays, and rotating shifts.

Physical Demands and Work Environment & Other Requirements

While performing the duties of this position, the incumbent is regularly required to stoop, sit, walk, run on occasion, strenuously climb stairs or ladders and lift up to 100 lbs. May have to sit at the computer for prolonged periods of time typing, using the computer, writing or using the telephone. Exposure to communicable diseases.

Karnes County Sheriff's Office will conduct background checks on new hires that will include a criminal background check related to convictions and deferred adjudications in the past ten years and may include credit reports, motor vehicle records, employment records and educational attainment.

Benefits

Karnes County currently provides 100% medical plan cost coverage by Blue Cross Blue Shield for Full-time employees. Dependents and spouse may be added to plan for additional cost to the employee. The employee also receives $50,000 of life insurance at no cost. County employees receive retirement benefits through Texas County & District Retirement System and will be vested after 8 years of service. Eligible employees will receive Holiday, PTO, and Vacation. Karnes County benefits are available upon introductory period completion.

The Karnes County Sheriff's Office provides duty-weapons with a $1,200 Uniform Allowance, 12 hours shifts with three day rotating weekend, and Take-Home Unit Program for those who qualify.

Please complete the Karnes County Sheriff's Office Application for employment located at https://www.co.karnes.tx.us/page/karnes.Jobs.Openings. Applicants shall also complete a TCOLE Personal History Statement.

Completed applications/TCOLE Personal History Statement can be emailed to the Chief Deputy at scott.kotara@co.karnes.tx.us or dropped off in person at 500 E Wall St Karnes City, Texas 78118.

Agency
Karnes County Sheriff's Office

Address
500 E Wall St Karnes City, Texas 78118

Phone
(830) 780-3934

Website
https://www.co.karnes.tx.us/page/karnes.home