



POSITION ANNOUNCEMENT

The City of Karnes City has two (2) open positions with the Karnes City Police Department and is accepting applications for qualified police officers to join our team and our community.

Description:

Police Officers are assigned to a full-time job that works 12-hour shifts on a “Panama” schedule. This is a highly responsible professional position that performs specialized work in law enforcement.

Minimum Qualifications:

- Applicant must be 21 years of age
- Applicant must hold a valid Texas Driver’s license
- Must have a High School Diploma or G.E.D.
- Good driving record
- Able to perform in a small-town environment
- Must be TCOLE Basic certified (Intermediate Preferred)

The Police Officer's essential duties include but are not limited to the following:

- Observe, detect, and apprehend violators of the law
- Evaluate solutions, and or identify alternative solutions
- Respond to emergency calls and take appropriate action
- Work involves responsibility for the rapid and efficient performance of law enforcement, which includes duties under normal and emergency conditions
- Job duty may involve threats to personal safety and/or life
- Patrol assigned areas to prevent and detect criminal activities normally operating a city vehicle
- Investigate traffic accidents
- Assist Animal Control when called upon
- Assist surrounding agencies when necessary and when called upon
- Maintain and clean assigned patrol vehicles and workspaces
- Handle the preliminary investigation, and preliminary documentation, of calls for police services, crime prevention, duties that by their nature require the actions of a Police Officer, and any and all assignments that may be given by a commanding Officer
- Conduct traffic enforcement in compliance with Department policy and procedure, and in accordance with the Texas Transportation Code
- Prepare activity reports, document investigative actions, interviews, interrogations, subpoena procurement, and written statements
- Complete affidavits for the evidentiary warrant and arrest warrants
- Evidence collection, identification, location, and apprehension of perpetrator and property recovery

1007 North Highway 123 ★ Karnes City, Texas 78118

830-780-2300 ★ FAX 830-780-2391

www.cityofkctx.com

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KARNES CITY POLICE

- Participate in all scheduled and assigned training classes
- Communicate among assigned personnel, upper management, other city employees, and the public as necessary by the position
- Allow for self-availability to work all shifts
- Perform other job-related duties consistent with assigned responsibilities
- May perform other assignments and handle special projects as required

Knowledge, Skills, and Abilities:

- Ability to analyze and define problems
- Maintain an acceptable level of self-initiated activity
- Skilled in law enforcement techniques and methods
- Conduct investigations and determine appropriate action regarding incidents
- Estimate consequences of proposed actions
- Make sound judgments
- Ability to work in a variety of conditions
- Complete detailed and accurate reports
- Communicate effectively both verbally and in writing with a variety of people, and understand written and verbal instructions
- Skill to think clearly and use independent judgment in routine and non-routine situations which may occur
- Perform effectively with little supervision
- Facility to establish and maintain working relationships with employees and management
- Good physical condition and the ability to perform job functions
- Ability to provide good customer service under normal and extreme circumstances
- Maintain regular and punctual attendance
- Skills to use Microsoft Word, Excel, and custom records management software

Candidates must be of good moral character and successfully complete a thorough background investigation including an oral interview, a physical, and a psychological exam.

Applications are available:

In-person or mail:

Karnes City Police Department
1007 North Highway 123
P. O. Box 310
Karnes City, Texas 78118

Online:

Request by sending email to kcpd@cityofkctx.com. Include your name and mailing address and an application will be mailed to you.

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