Burleson County Sheriff's Office
Position: Patrol Deputy

Job Title: Deputy  
Department: Sheriff's Office  
Salary: $18.21 hourly (After probation)  
Location: Burleson County  
FLSA Status: Nonexempt  
Approved Date: 07/23/2019

SUMMARY
The primary objective of the Burleson County Sheriff's Office's Deputy Position is to provide a safe and secure environment for community of Burleson County. This includes conducting criminal investigations (misdemeanor and felony); the arrest and transport of suspects; conducting regular patrols of throughout the county, testifying and/or presentation of evidence at criminal trials or other hearings.

SUPERVISION RECEIVED
Works under the general supervision of the Patrol Sergeant.

SUPERVISION EXERCISED

ESSENTIAL DUTIES AND RESPONSIBILITIES
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Duties include the following.

1. Respond to calls for services throughout Burleson County.
2. Serve legal papers/arrest warrants.
3. Make needed contact with defendants and complainants; handle and investigate misdemeanor and felony crimes and crime scenes, and arrest offenders.
4. Testify and make case presentations in Grand Juries, courts and other venues as necessary.
5. Type letters, affidavits, warrants, complaints and other legal and non-legal documents.
6. Enter complete case reports in the computerized reports system.
7. Attend training to maintain peace officer license and job proficiency and knowledge.
8. Develop a good rapport with citizens to exemplify good community/criminal justice system relations.
9. Responsible for maintenance and upkeep of assigned vehicle and other assigned equipment.
10. Enforce and uphold the laws of the State of Texas.
Note: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position and is assigned by the supervisor.

**MANDATORY QUALIFICATIONS:**

**EDUCATION and/or EXPERIENCE**
High school diploma or equivalent is required. The individual should possess a thorough knowledge of law enforcement procedures and practices. A minimum of one (1) year of experience in law enforcement is desirable.

**CERTIFICATIONS, LICENSES, REGISTRATIONS**
Other specialized job requirements include a valid Texas Driver's License and a basic Law Enforcement Certification with the Texas Commission on Law Enforcement and Education (TCOLE). Must be able to meet TCOLE and department requirements for psychological and medical examinations. May be required to pass a written entrance exam and physical agility test.

**DESIRED MINIMUM QUALIFICATIONS:**

**LANGUAGE SKILLS**
Ability to read and interpret documents such as state and federal laws and regulations, safety rules, operating and maintenance instructions and procedure manuals. **Must be able to write routine reports and correspondence with correct word usage, spelling and sentence structure.** Ability to speak effectively before groups of citizens or employees.

**MATHEMATICAL SKILLS**
Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent.

**REASONING ABILITY**
Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**PHYSICAL DEMANDS**
The physical demands described here are representative of those that must be met by a peace officer to successfully perform the essential duties of the job including the physical ability to safely and successfully deal with combative persons. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to walk extended distances, sit or lie in outdoor environments. The employee must occasionally lift and/or Move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
WORK ENVIRONMENT/CONDITIONS:
The work environment characteristics are representative of those a peace officer encounters while performing the essential functions of this job. This position has been identified with possible risk to exposure of blood born pathogens and/or other various hazards that require immunization against such exposure.

The deputy in this position must reside in Burleson County and be able to work day or night shifts with varying days off. Must be available for 24 hour call out in case of need with appropriate overtime compensation.

SELECTION GUIDELINES
Formal application, rating of education and experience, oral interview, a background investigation and job related tests may be required.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is this a contract for employment.

Applications can be mailed or emailed to:

Mailing Address:
Burleson County Sheriff’s Office
1334 State Highway 21 East
Caldwell, Texas 77836
Attn: Lt. Francisco Benavides

Email: fbenavides@burlesoncounty.org
Phone # (979)567-4343 ext. 5007

Application:
https://www.tcole.texas.gov/sites/default/files/FormsAppsPubs/personal%20history%20statement%2011.22.16-.pdf