



Travis County Law Enforcement Sheriff Cadet

SALARY	\$63,654.00 - \$67,530.53 Annually	LOCATION	Austin, TX
JOB TYPE	Full Time	JOB NUMBER	26-10487
DEPARTMENT	Sheriff	OPENING DATE	02/23/2026
CLOSING DATE	3/11/2026 11:59 PM Central		

Job Summary

The Law Enforcement Sheriff Cadet under close supervision, participates in assigned training and formal academic programs of instruction designed to qualify the incumbent for certification as a Texas Peace Officer in accordance with Texas Administrative Code Title 37, part 7, Chapter. 217, Texas Commission on Law Enforcement Rules, and Article 2.12 Code of Criminal Procedure.

Distinguishing Characteristics

This is a job classification within the POPS TCSO family and is considered an entry level position in the Law Enforcement Bureau. Duties require substantial degree of initiative and independent judgment necessary to take control of dynamic situations.

Duties and Responsibilities

- Attends and successfully completes and receives the Basic Jailers licensing course within four weeks of beginning employment. Must pass the Jailer's licensing exam in order to attend the Basic Peace Officer licensing course.
- Attends and successfully completes the Basic Peace Officer licensing course and other formal peace officer training programs established by the training academy to qualify the incumbent for State of Texas certification through the Texas Commission on Law Enforcement.
- Trains and participates in the operation of two-way radios, and other communications equipment used in receiving and transmitting messages, and dispatching law enforcement personnel and equipment to emergency scenes.
- Trains and participates in the physical training program and the defensive tactics program.
- Develops knowledge and proficiency in the interpretation of Federal, State and Local laws and ordinances, and TCSO Department policies, procedures, and regulations.
- Develops skill and proficiency in the use and care of firearms.
- Conducts research and assists in the maintenance of Travis County Sheriff's Office records.
- Trains and participates with law enforcement personnel in a training capacity to include patrolling assigned area by car, or on foot to prevent crime or disturbance of peace, and to maintain and uphold the law according to statute, ordinance, etc.
- Trains and participates in law enforcement investigations, gathers, and preserves evidence, takes fingerprints, and completes related reports.
- Performs other duties as assigned.

Minimum Requirements

Education and Experience:

- Must be a US Citizen.
- Must be 20.5 years of age at time of application.
- High school Diploma or GED.
- Must meet the Physical Readiness Testing requirements according to TCSO policy.
- Must meet eligible requirements for hire under TCOLE minimum standards for enrollment and initial licensure.

Licenses, Registrations, Certifications, or Special Requirements:

- Possess a valid Drivers' License.
- Must be able to obtain a State of Texas driver's license within 90 days.
- Must be able to obtain Basic Jailer's license within four (4) weeks of employment.

Knowledge of:

- Criminal law, investigation, statutes, ordinances, and crime prevention methods.
- Departmental policies, procedures, rules and regulations and FCC rules and regulations regarding radio communication.
- Good safety practices in the care and use of firearms.

Skill in:

- Oral and written communications.
- Handling multiple tasks and prioritizing.
- Using computers and related software applications.
- Data analysis and problem solving.
- Operating motorized vehicles.
- Operation of two-way radio equipment.

Ability to:

- Apply knowledge of criminal law, investigation, and crime prevention techniques.
- Quickly recognize and analyze irregular events.
- Administer first aid and CPR.
- Operate vehicle safely under emergency conditions.
- Create accurate, clear, concise, comprehensive, relevant, and grammatically correct documents.
- Work with employees and citizens from diverse population groups in order to comply with the department mission and best serve the public interest.
- Focus personal and team efforts toward continuous performance improvement.
- Actively seek opportunities to increase and improve knowledge skill and abilities needed to improve personal performance.
- Use interpersonal skills to foster positive working relationships with team members (peers, supervisors, and subordinates) required to provide superior services in the public interest.
- Use interpersonal skills to communicate with diverse populations to include those with mental illness.
- Take appropriate action to accomplish assigned duties and accept responsibility for outcomes.
- Use appropriate physical force, including deadly force, when necessary to prevent the imminent threat of death or serious bodily injury to others or self.
- Respond to unexpected situations in a reasonable manner.
- Maintain physical endurance and agility.

Work Environment & Other Information

Physical requirements include the ability to lift/carry up to 20–50 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination, fine dexterity and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, jogging, running, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential

functions. Subject to stressful environments, exposure to excessive heat and cold (outdoor conditions) and client and customer contact for extended periods of time. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors. Job may involve danger due to contact with criminals and suspects as well as high speed driving.

Must be able to partially lift and drag an average weight person of 150lbs, a distance of 75 feet for the evacuation of individuals unable to assist themselves during emergencies; must be able to physically restrain hostile and combative subjects; must be able to participate in defensive tactics training and annual refresher training. Must be able to successfully pass the firearms training. Must be able to work any shift and extended hours related to emergency situations; work hours are subject to change with little or no notice. Must be able to communicate in clear English during emergencies.

Special ADA Physical Statement:

Vision: Must have sufficient vision without glasses to defend self and others and perform mandatory life safety functions. Dual vision is required. All officers are required to take and pass vision tests each year. Vision must be correctable to 20/20 or better with uncorrected vision of 20/200 or better. Corrected visual acuity should be at least 20/20 (both eyes) and 20/40 (each eye). For applicants who have completed refractive surgery to correct vision, the operating physician must complete a Corrected Vision Surgical Form.

Hearing: Must have normal hearing in both ears. Hearing sensitivity thresholds are within 25 dB measured at 500 Hz, 1000 Hz, 2000Hz and 3000Hz averaged together. If a person does not have normal hearing a medical specialist evaluation is required in order for the candidate to be considered for hire.

Seizure Disorder: Uncontrolled seizures of any kind are disqualifying. Applicants with a history of a seizure must be able to control the disorder by medication, be seizure free for one year and sign the Notification, understanding and commitment.

Travis County employees play an important role in business continuity. As such, employees can be assigned to business continuity efforts outside of normal job functions.

This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.

Work Hours: Monday - Friday 8 am - 5 pm

Location: Austin, TX

Department: Sheriff

Criminal Background Check, Credit Report, TCOLE, Driving Record, Physical Exam, Drug Test, Alcohol Test, Psychological Test, Education, and Employment history check required.

Testing Dates: March 14, 2026 and March 15, 2026

Interviews will be held March 30, 2026 – April 3, 2026

Academy Start Date: July 20, 2026

For TCSO Internal Employees only:

0-3 years of TCSO Corrections Experience	LECadetStep0	\$63,654.00
4-6 years of TCSO Corrections Experience	LECadetStep1	\$65,563.62
7+ years of TCSO Corrections Experience	LECadetStep2	\$67,530.53

Employer

Travis County

Address

700 Lavaca Street

Austin, Texas, 78701

Website<https://www.traviscountytexas.gov/human-resources/jobs>**Law Enforcement Sheriff Cadet Supplemental Questionnaire*****QUESTION 1**

I understand the application process is highly competitive and encompasses the following criteria. Please check all boxes:

- All applicants will take a Reading Comprehension and Written Vocabulary test. A minimum score of 70% is required to continue to be considered for the Basic Peace Officer Course (BPOC).
- All applicants will take a 50-question general knowledge written test. The test score percentage will count toward an overall individual ranking for the class. A minimum score of 70% is required to remain in the process for BPOC.
- All applicants will be scheduled to participate in the 500-meter row test and must meet a minimum requirement to remain in the process for BPOC. Time requirements are as follows: Males – 2 minutes, 08 seconds; Females – 2 minutes, 27 seconds.
- All applicants will go through an oral review panel interview and must pass to continue in the process for BPOC.
- Once all criteria has been evaluated, the top candidates will be selected for the class.

***QUESTION 2**

Do you understand the process and requirements listed in Question #1?

- Yes
- No

***QUESTION 3**

I have read this job description carefully to ensure I meet or have the ability to meet all BPOC minimum requirements. I understand this class is paramilitary. It is both academically and physically challenging. I have prepared myself and my immediate family for situational stress.

- Yes
- No

***QUESTION 4**

I understand that while attending the 8-10-month BPOC, only approved emergency leave by the Academy Director or their designee, may be granted.

- Yes
- No

***QUESTION 5**

I understand that I must pass a Law Enforcement Entrance Exam and successfully Interview through Travis County Sheriff's Office Human Resources upon successful completion of BPOC in order to promote to a Deputy Sheriff with Travis County.

- Yes
- No

***QUESTION 6**

I understand that after graduating BPOC, I am not guaranteed employment as a Deputy Sheriff with Travis County.

- Yes
- No

***QUESTION 7**

I understand that if I do not pass the Law Enforcement Entrance Exam and/or successfully pass the interview through Travis County Sheriff's Office Human Resources, I will have an opportunity to apply for other TCSO positions such as Courthouse Deputy or Corrections Officer.

- Yes
- No

***QUESTION 8**

I understand that if I am not selected for another position with TCSO, such as Courthouse Deputy or Corrections Officer, my employment may be terminated.

- Yes
- No

***QUESTION 9**

I understand that any additional costs for workout attire and/or any additional items needed while in BPOC are my sole responsibility.

- Yes
- No

***QUESTION 10**

I understand that I will need to purchase an approved firearm and duty gear for use during the Basic Peace Officer Academy.

- Yes
- No

*** Required Question**