

**Richard Kirkpatrick**  
Sheriff

**Jaime Garza**  
Chief Deputy

# *County of Kleberg*

**Kleberg County Sheriff's Office**  
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## **NOTICE OF EMPLOYMENT**

The Kleberg County Sheriff's Office is accepting Applications for

### **PATROL DEPUTY**

**\$21.42 -\$24.00**  
**(Plus Certificate Pay)**

#### **Minimum Requirements**

Must be 21 years of age or older 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 and/or obtain a license within 30 days.

#### **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 major/fatality accidents, investigate crime scenes, collect and submit evidence, complete reports and assume control of and responsibility at crime scene by directing/assigning duties to patrol and crime scene officers.
5. May locate fugitives using background investigations, office equipment computations, developing informants, and conducting surveillance and search and seizures.
6. May file detailed chronological reports with the appropriate authorities and prepare sworn affidavits for the issuance of or actual execution of search/arrest warrants.
7. May assist with case preparation and completion and process evidence.
8. May file charges with the District Attorney.
9. May get arraignments, present fugitives to court, arrange attorney appointment and handle renditions.
10. May gather and prepare the necessary documents to transfer sentenced felons to other jurisdictional institutions.
11. May keep, maintain and handle narcotics detention canines as part of specific departmental assignments.
12. May participate in the intra or interstate transportation of prisoners/inmates or escorts inmates from jail to court and back after court appearance.
13. May provide courthouse security and act as court bailiff.
14. May testify in court.
15. May coordinate and implement initial and in-service training programs for departmental office while developing new training course and updating existing courses.
16. Performs occasional administrative duties such as answering phones, scheduling appointments for

supplier/purchasing and other related clerical duties.

17. Provides assistance to qualified recipients of various crime programs.

18. Must maintain physical fitness in order to perform the essential duties of the position.

19. Must have the ability to use reasonable force when necessary.

20. Must work assigned shift.

21. Must enforce all applied rules and regulations of given position.

22. Must complete mandatory paperwork.

23. Must produce legal documents required in the performance of the duties of the position.

24. Attends and complete all training required by statute or TCOLE to maintain required certification(s) and (licenses).

25. 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 TCSD Civil Service Rules, the Tarrant County Employee Handbook, TCSO policies, Standard Operating Procedures.

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.

## **SPECIAL ADA PHYSICAL STATEMENT:**

Applicants must demonstrate distant and near vision of 20/30 corrected or uncorrected in each eye and must be able to read typewritten material with or without glasses. Must be able to see without glasses (with or without the use of contact lenses) in order to wear an air mask; and in order to be able to see to defend themselves and others; applicants with uncorrected vision worse than 20/100 (Snellen) must wear contact lens while working; Must be able to distinguish basic colors (without the use of x-chrome lenses); Must be able to hear the conversational voice, with or without the use of hearing aid. Must be able to lift an approximately 40 lb Self

Contained Breathing Apparatus for emergencies during fires. Must be able to physically restrain hostile and combative subjects; Must be physically able to participate in defensive tactics training and annual refresher training; Must be able to work any shift; and, Must be able to communicate in clear English during emergencies.

The Texas Occupations Code Chapter 1701, SECTION 1701.306. PSYCHOLOGICAL AND PHYSICAL EXAMINATION, and the Texas Commission on Law Enforcement Standards and Education, requires that applicants must be certified as medically and psychologically fit to perform the duties of peace officer when appointed; and at any time during employment when circumstances justify re-examination of a peace officer's medical or psychological fitness for duty. The duties of this position require courteous and tactful contact with the public as well as incarcerated persons. Incumbent may be required to work under trying conditions during emergency situations for hours without relief and may be required to make instantaneous decisions regarding the use of force including deadly force, therefore emotional and mental stability is essential. This position requires a high physical level of physical ability. Law enforcement professionals must be capable of performing all essential and emergency duties of the job assignment with or without reasonable accommodation that does not impair a business necessity or impose an undue business hardship and without presenting a direct threat to the safety of the employee or others. Inability to use emergency equipment or physically restrain offenders can pose a serious danger to the public and co-workers and adversely impact operational objectives.

There is exposure to household type cleaning agents (such as diluted bleach, alcohol based window cleaner, chlorine based cleanser); and occasional exposure to pesticides. There is occasional exposure to inmate control devices that emit pepper agents via aerosol spray, gel or foam. There is the potential of exposure to toxic smoke.