

## EMPLOYMENT NOTICE

**JOB TITLE:** CIVIL DEPUTY

**OFFICE:** BURNET COUNTY SHERIFF'S OFFICE

**LOCATION:** BURNET COUNTY SHERIFF'S OFFICE, 1215 HWY 29 E.,  
BURNET, TEXAS 78611

**SALARY:** COMMENSURATE WITH EXPERIENCE-GROUP 111-114 (\$16.96 - \$25.43)

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### **GENERAL DESCRIPTION**

*This is a non-supervisory position, which involves independent judgement on Law Enforcement matters. Civil Deputies serve civil court papers including writs, summons, subpoenas, and capias.*

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### **REQUIRED KNOWLEDGE, SKILLS AND ABILITY:**

Must be able to handle shift work; have the ability to work with the public in a professional manner; basic knowledge of computers; ability to establish and maintain an effective working relationship with co-workers and officials.

### **ACCEPTABLE EXPERIENCE AND TRAINING:**

Applicants must be at least 21 years of age and must have graduated from high school (or have GED). Previous experience in law enforcement preferred, but not required.

### **CERTIFICATE AND LICENSE REQUIREMENTS:**

Applicant must hold a TCOLE Peace Officer License.

### **EQUAL EMPLOYMENT OPPORTUNITY:**

Burnet County complies with all State and Federal laws re: non-discrimination against any person in job structuring, recruitment, examinations, elections, appointment, placement, training, upward mobility, discipline, or any other aspect of personnel administration based upon race, age, religion, color, disability, national origin, sex, political affiliation or belief, or any other non-merit factor. Personnel decisions shall be made on the basis of occupational qualifications and job-related factors such as skill, knowledge, education, and ability to perform specific jobs.

### **APPLICATIONS:**

Each applicant is required to submit an application for employment with pertinent information regarding training and experience. Application forms may be obtained at [www.burnetcountytexas.org](http://www.burnetcountytexas.org) or between the hours of 8:00 am and 5:00 pm from the Human Resources Office, 133 E. Jackson Street or the Burnet County Courthouse, 220 S. Pierce Street in Burnet, Texas. Completed applications can be emailed to [hrc@burnetcountytexas.org](mailto:hrc@burnetcountytexas.org) or faxed to 512-715-5259 and will be accepted at the Human Resources Office until filled.