

EMPLOYMENT NOTICE

JOB TITLE: WARRANT-BOND DEPUTY/ CLERK
DEPARTMENT: BURNET COUNTY SHERIFF
LOCATION: BURNET COUNTY SHERIFF'S OFFICE
SALARY: COMMENSURATE WITH EXPERIENCE

GENERAL STATEMENT OF DUTIES: This position is a non-supervisory position, which involves independent judgment on law enforcement matters. Warrant – Bond Deputy/Clerk oversees the day to day operations of the warrant bond division. This person processes incoming (new) warrants, process outgoing (recalled and served) warrants, and will process all bonds received, review for accuracy, approve or disapprove, sign and forward to the appropriate Judge. This person will keep records and files on all Bond Companies operating in this County. This person will also investigate the addresses on the warrants in an attempt to locate most current and accurate location of the wanted person to assist patrol in the apprehension. Coordinate all out of County transports. Serves warrants, makes arrests, and keep records of transport and warrants served.

REQUIRED KNOWLEDGE, SKILLS AND ABILITY: 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). Associates Degree or higher is desirable but not required.

CERTIFICATE AND LICENSE REQUIREMENTS: Applicant must hold and maintain Basic Peace Officer License from the Texas Commission on Law Enforcement Standards and Education. Must hold a valid Texas Drivers 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 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 will be accepted at the Human Resources Office until position is filled.