

Full Job Description

Department: Sheriff's Department

Status: Regular/Fulltime

Yearly Income: \$29,120.00 – \$32,851.34

Hours: Full-time, 40 hours/week. Must be flexible to work days, evenings, nights, weekends, holidays.

Deadline to apply: July 31, 2021

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

Application submission;

Personal History Statement (PHS): Candidates MUST complete the (PHS) and including notarized signature, with all appropriate documentation before submission. The PHS can be downloaded by clicking [HERE](#).

Testing:

Test Dates: to be scheduled on an ongoing, as needed basis

Pre-employment process, including but not limited to:

PHS review

Oral board interview

Background investigation

Psychological evaluation

Physical, & Drug screen

Interview with Review Board

Expected duration of process: approximately 2-4 weeks after the posting announcement close date

GENERAL SUMMARY

This position receives, evaluates and dispatches emergency and non-emergency calls for service to appropriate personnel; The position requires personnel to work VARIOUS SHIFTS / HOURS (24 hours a day / 7 days a week) with good attendance.

Position requires constant contact with the public in stressful situations that require good judgment, considerable tact, stability, and calmness. Applicant is expected to use sound judgment when making decisions concerning priorities in the deployment of law enforcement, emergency services, equipment, and manpower in emergency situations. Standardized guidelines are available, but are not always applicable and may not specify the exact course of action to be taken. Position requires non-disclosure and proper handling of classified information in accordance with local, state, and federal guidelines. Applicant must be able to work independently without direct supervision in the room and complete daily tasks as needed. Tasks and assignments are given verbally and in written form. Applicant's work is reviewed by observation, and review of records, recordings and reports.

SUPERVISION RECEIVED AND EXERCISED

This position receives general supervision from the Jail Administrator/Communications Supervisor. This position does not supervise any other positions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Arrive at work every day in good physical and mental condition, and be at work station prepared to work on time at the beginning of the shift.

Duties include but are not limited to the following:

Answer emergency calls for police, fire and medical calls for assistance by telephone, Enhanced E911 system or radio and route those calls to the appropriate personnel;

Answer non-emergency incoming telephone calls, texts, and fax communications. and coordinate requests for service or information accordingly by transferring calls to multiple locations as needed.

Operates radio system to have law enforcement, medical, fire calls, animal control, public works, volunteers respond for calls of service. Prioritize calls for service and dispatch those calls for service to available officers.

Receive requests for information and assistance and direct those requests to the proper source;

Maintain radio contact, monitor unit activity, and record details of calls for service. Serve as communication anchor point and Maintains on-going status and awareness of police personnel and police units.

Handle initial contact with walk-in complainants requiring police assistance.

Receive calls for many types of incidents and coordinate emergency and non-emergency response with units in the field. Gather information from callers including the nature, severity, location and status of emergencies;

Perform a wide variety of clerical and other tasks during periods when not engaged in dispatching activities.

Interact with police officers, judges, attorneys, city employees and citizens;

Provide detailed call information to police personnel as needed;

Enter, update, maintain and research information through local, state and federal database systems (TCIC/NCIC) and provide information to the requesting officer;

Prepare and complete a variety of forms regarding calls received and response taken, arrests, warrants, prisoners, and criminal offenses;

Monitor prisoners detained in the jail, for their safety and security.

Searches for contraband and provides security; counts, feeds, and supervises offenders in areas accessed by stairs; and maintains security of various assigned areas involving long periods of sitting and standing and climbing stairs to reach the assigned areas

Have occasionally contact with prisoners by preparing meals and performing laundry tasks;

Require to work various shifts 24 hours a day / 7 days a week, weekends, holidays, and overtime as required; and

Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS

EDUCATION AND EXPERIENCE

Applicant must be a U.S. citizen and at least 18 years of age

High school diploma or GED equivalency;

Valid Texas Driver's License and a safe driving record.

Has never been convicted of or placed on community supervision or probation for a Class B or a Felony offense, including family violence, also prohibited by federal law to possess a firearm

Ability to type at least 25 words per minute, correctly.

Knowledge of personal computers, related hardware and software; and

Pass the Department's criminal and personal background check.

Applicant must agree to drug and mental screening

If applicant has military service, an honorable discharge will only be recognized

Applicant must be able to work days, nights, weekends and holidays.

LICENSES AND CERTIFICATES

Required to have a Basic Telecommunications Certification and License Jailer Certification through the Texas Commission on Law Enforcement or the ability to obtain it within one year of hire.

PHYSICAL ABILITIES

Ability to:

Effectively communicate verbally and in writing in a clear and concise manner, with or without reasonable accommodation, which permits the employee to listen to voice instructions and communicate effectively in person, over the telephone or radio;

Visually see, with or without reasonable accommodation, a wide variety of written and electronic materials at arm's length or less and see in detail objects or printed material at greater than arm's length including video monitors for long periods of time;

Hear sounds within the normal range of hearing (phone conversations, co-workers, supervisors, radio, etc.) and in the presence of noise;

Perform assigned tasks under pressure in emergencies and stressful situations;

Obtain information from hostile or emotional citizens;

Operate/troubleshoot telephone systems, telephone recording systems, radio consoles, camera monitoring systems, computers and related communications equipment;

Type, operate computer equipment, write legibly and handle a variety of records and files with sufficient manual dexterity, with or without reasonable accommodation;

Sit for long periods of time; move between work stations; bend, reach, and kneel to retrieve records or files; and operate general office equipment with sufficient personal mobility, with or without reasonable accommodation;

Maintain effective working relationships and represent the Sheriff's Office in a positive manner at all times while engaged with staff and Citizens;

Work VARIOUS SHIFTS / HOURS (24 hours a day / 7 days a week) with good attendance. No issues with excessive use of vacation, personal or sick leave.

The County of San Saba is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA), the County of San Saba will provide reasonable accommodations to qualified individuals with disabilities. All applicants must also take a drug test prior to employment with the Sheriff's Office.

IMPORTANT INFORMATION

TCOLE Personal History Statement

Template Instructions

The attached Personal History Statement (PHS) is intended as a sample of what TCOLE considers to be the minimum information necessary to meet the required background investigation (BI) for any law enforcement licensee appointed to an agency, as defined under TCOLE Rule 211.1(a)(8).

Agency administrators may add additional information or agency identifiers without deletion or elimination of any information in this document. They may also decide at which stage in the pre-appointment process the PHS/BI will be completed as long as it is done before the applicant is appointed. The objective is to help the agency's chief administrator to make an informed decision based on factual and verifiable information.

The PHS/BI is an auditable document which must be retained along with all other required TCOLE appointment documents through the licensee's employment and five (5) years after he or she leaves the agency. For training academies, the record must be retained for five (5) years from the last date at the academy.

TEXAS COMMISSION ON LAW ENFORCEMENT

TCOLE

AGENCY NAME:

APPLICANT'S PERSONAL HISTORY STATEMENT

PERSONAL HISTORY STATEMENT FOR TEXAS

Appointment/Employment

Name:

Date Issued:

Complete and Return By:

I am applying for:

Peace Officer

PID #:

County Jailer

PID #:

Telecommunicator

PID #:

Civilian Employment

Personal History Statement Instructions

Employees are exposed to confidential and law enforcement sensitive information. A thorough background investigation is required to properly evaluate the suitability of applicants for employment with the agency. Although it is an achievement to reach the background phase of the hiring process, this is still a competitive process and does not, in any way, guaranty selection.

These instructions are provided as a guide to assist you in properly completing your Personal History Statement. It is essential that the information is accurate in all respects, so please read all instructions carefully before proceeding. The Personal History Statement will be used as a basis for a background investigation that will determine your eligibility for becoming an employee.

1. Your application must be printed legibly in BLACK INK by the applicant or typed. Answer all questions truthfully and accurately.
2. If a question is not applicable to you, enter N/A in the space provided.
3. Avoid errors by reading the directions carefully before making any entries on the form. Be sure your information is accurate and in proper sequence before you begin.
4. You are responsible for obtaining correct and full addresses. If you are not sure of an address, personally verify before making that entry on this history statement. Errors will not be viewed favorably. ALL ADDRESSES MUST BE COMPLETE WITH ZIP CODES.
5. If you need additional space for your answers, attach additional sheets as needed. Be sure to indicate what question number and page this refers to.
6. An accurate and complete form will help expedite your investigation. Omissions or falsifications will result in disqualification.
7. You are responsible for furnishing any changes and/or updating your application as needed, such as address changes or telephone changes in writing.
8. Any candidate submitting an incomplete application WILL NOT BE CONSIDERED FOR EMPLOYMENT. Your application will be evaluated on completeness and neatness.
9. All documents requested must be submitted with the application (photocopies are acceptable in most cases). *Required documents vary according to the position being sought and the history of the applicant. Hiring agency please check off documents required– modify list as necessary.*

- Completed Personal History Statement
- Copy of your Social Security card
- Original certified copy of your birth certificate (no photo copy)
- Copy of your valid Texas driver license or a copy of another State's driver license (applicant must possess a valid Texas driver license prior to being offered employment)
- Copy of your High School diploma or GED certificate or an honorable discharge from the armed forces of the United States after at least twenty-four months of active service
- Sealed original certified copy of your college transcript (no photo copy)
- Photocopy of your college diploma
- Copy of your Peace Officer Certificate from your police academy (Peace Officer Applicants Only)
- Copy of your Texas peace officer license & all training certificates awarded to you (Peace Officer Applicants Only)
- Copy of your DD-214 and/or other military discharge documents (if applicable)
- Original certified copy of your Naturalization papers, if applicable (no photo copy)
- Copy of current proof of automobile liability insurance
- Copy of a TCOLE approved Firearms Qualifications within the last 12 months

10. If you have questions, please contact your assigned background investigator.
11. When submitting the completed documents, please place them in a sealed envelope marked 'Personal and Confidential' to your assigned background investigator.

Instructions to the Applicant

Before you begin to fill out this personal history statement, please ensure that you meet the following requirements. You must meet all five of these requirements to qualify for licensure as a peace officer, jailer, or telecommunicator in Texas.

- I am a citizen of the United States of America.
- I have earned a high school diploma, a GED, or an honorable discharge from the armed services of the United States after at least two (2) years of active service.
- I have never been convicted, plead guilty (nolo contendere), nor have I been on court-ordered community service/probation, or deferred adjudication for a Class A misdemeanor or a felony.
- During the last ten (10) years, I have not been convicted, plead guilty (nolo contendere), been on community service/probation, or deferred adjudication for a Class B misdemeanor in this state, other state, or while serving in the military.
- I have never had a military court martial that resulted in a dishonorable or other discharge based on misconduct which bars future military service.

DISQUALIFICATIONS

There are very few automatic bases for rejection. Even issues of prior misconduct, employee terminations, and arrests are usually not, in and of themselves, automatically disqualifying. However, deliberate misstatements or omissions can and often will result in your application being rejected, regardless of the nature or reason for the misstatements/omissions. In fact, the number one reason individuals "fail" background investigations is because they deliberately withhold or misrepresent job-relevant information from their prospective employer.

This personal history statement is a governmental document. Be truthful, as there are criminal consequences for lying on a governmental document.

Once you begin:

- Type or neatly print, in ink, responses to all items and questions. If a question does not apply to you, write "N/A" (not applicable) in the space provided for your response. If you cannot obtain or remember certain information, indicate so in your response.
- If you need additional space for your answers, attach additional sheets as needed. Be sure to indicate which section, question number, and page this refers to.
- Be as complete, honest, and specific as possible in your responses.

Disclosure of Medically Related Information

In accordance with the U.S. Americans with Disabilities Act, at this stage of the hiring process, applicants are not expected or required to reveal any medical or other disability-related information about themselves in response to questions on this form, or to any other inquiry made prior to receiving a conditional offer of employment.

SECTION 1: PERSONAL

Last Name: First Name: Middle Name: Suffix:

Other Names, including nicknames, you have used or been known by:

Maiden: SSN #: Date of Birth:

Driver License #: State: Exp:

Street Address, (Apt/Unit):

City: State: Zip Code:

Mailing Address (if different than above):

City: State: Zip Code:

Home Phone #: Cell: Work (Ext.):

Fax: Other Phone #(s):

List ALL Email Addresses:

Place of Birth (City, County, State, Country):

Physical Description:

Height: Weight: Hair Color: Eye Color:

Have you ever attended a basic licensing course? Yes No

If yes, provide the PID you were assigned:

A. Academy Name: From: To:

Location (City, State):

Name Training Coordinator: Contact Number:

Did you graduate? Yes No

B. Academy Name: From: To:

Location (City, State):

Name Training Coordinator: Contact Number:

Did you graduate? Yes No

Have you ever applied to any other law enforcement agency in the last ten years (city, county, state or federal)?

Yes No

- If yes, list ALL agencies you have applied to, starting with the most recent (give complete and accurate addresses).
- All agencies MUST be listed regardless of the outcome or current status. Check all boxes that apply for each agency.
- If you need additional space for your answers, attach additional sheets as needed. Be sure to indicate what section number and page this refers to.

A. Name of Agency: Position Applied For:
Date Applied: Address:
City: State: Zip:
Background Investigator's Name (if known):
Contact Number, (ext): Email:

Check each step in the process that you completed, and your status:

Steps: Application Written Physical agility Oral Polygraph/CVSA Background
 Conditional job offer Psychological examination Date: Medical Date:
Status: Hired On List Withdrawn Disqualified

B. Name of Agency: Position Applied For:
Date Applied: Address:
City: State: Zip:
Background Investigator's Name (if known):
Contact Number, (ext): Email:

Check each step in the process that you completed, and your status:

Steps: Application Written Physical agility Oral Polygraph/CVSA Background
 Conditional job offer Psychological examination Date: Medical Date:
Status: Hired On List Withdrawn Disqualified

C. Name of Agency: Position Applied For:
Date Applied: Address:
City: State: Zip:
Background Investigator's Name (if known):
Contact Number, (ext): Email:

Check each step in the process that you completed, and your status:

Steps: Application Written Physical agility Oral Polygraph/CVSA Background
 Conditional job offer Psychological examination Date: Medical Date:
Status: Hired On List Withdrawn Disqualified

SECTION 2: RELATIVES AND REFERENCES

IMMEDIATE FAMILY

- Provide all applicable information in the spaces below.
- Mark "N/A" if a category is not applicable or if the individual is deceased.

If you need additional space for your answers, attach additional sheets as needed. Be sure to indicate what section number and page this refers.

N/A **A. Father's Name:** **D.O.B.:**

Home Address:

City: **State:** **Zip:**

Work Address:

City: **State:** **Zip:**

Home Phone: **Cell Phone:** **Work Phone:**

Email:

N/A **B. Step-Father's Name:** **D.O.B.:**

Home Address:

City: **State:** **Zip:**

Work Address:

City: **State:** **Zip:**

Home Phone: **Cell Phone:** **Work Phone:**

Email:

N/A **C. Mother's Name:** **D.O.B.:**

Home Address:

City: **State:** **Zip:**

Work Address:

City: **State:** **Zip:**

Home Phone: **Cell Phone:** **Work Phone:**

Email:

N/A **D. Step-Mother's Name:** **D.O.B.:**

Home Address:

City: **State:** **Zip:**

Work Address:

City: **State:** **Zip:**

Home Phone: **Cell Phone:** **Work Phone:**

Email:

N/A E. Spouse/Registered Domestic Partner's Name: _____ D.O.B.: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Work Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Email: _____ Years of Marriage: _____

Is there, or has there been, a restraining or stay-away order in effect for this individual? Yes No

N/A F. Father-in-Law's Name: _____ D.O.B.: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Work Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Email: _____

N/A G. Mother-in-Law's Name: _____ D.O.B.: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Work Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Email: _____

N/A H. Former Spouse/Cohabitant's Name(s): _____

D.O.B.: _____ Male Female

Home Address: _____

City: _____ State: _____ Zip: _____

Work Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Email: _____ Years of Dissolution: _____

Is there, or has there been, a restraining or stay-away order in effect for this individual? Yes No

N/A 1. Former Spouse/Cohabitant's Name(s): _____

D.O.B.: _____ Male Female

Home Address: _____

City: _____ State: _____ Zip: _____

Work Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Email: _____ Years of Dissolution: _____

Is there, or has there been, a restraining or stay-away order in effect for this individual? Yes No

J. BROTHERS AND SISTERS: List all living siblings, including half-siblings, foster siblings, etc.

N/A 1. Name: _____

D.O.B.: _____ Male Female

Home Address: _____

City: _____ State: _____ Zip: _____

Work Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Email: _____

N/A 2. Name: _____

D.O.B.: _____ Male Female

Home Address: _____

City: _____ State: _____ Zip: _____

Work Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Email: _____

N/A 3. Name: _____

D.O.B.: _____ Male Female

Home Address: _____

City: _____ State: _____ Zip: _____

Work Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Email: _____

N/A 4. Name: _____

D.O.B.: _____ Male Female

Home Address: _____

City: _____ State: _____ Zip: _____

Work Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Email: _____

N/A 5. Name: _____

D.O.B.: _____ Male Female

Home Address: _____

City: _____ State: _____ Zip: _____

Work Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Email: _____

N/A 6. Name: _____

D.O.B.: _____ Male Female

Home Address: _____

City: _____ State: _____ Zip: _____

Work Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Email: _____

K. CHILDREN: List all of your living children, including natural, adopted, step, and/or foster care. Include any other children who reside with you. Provide the name and contact information of the custodial parent or guardian, if other than you

N/A 1. Name: _____ Male Female

D.O.B.: _____ Custodial parent or guardian (if other than you): _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Number: _____ Email: _____

N/A 2. Name: _____ Male Female
 D.O.B.: _____ Custodial parent or guardian (if other than you): _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Contact Number: _____ Email: _____

N/A 3. Name: _____ Male Female
 D.O.B.: _____ Custodial parent or guardian (if other than you): _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Contact Number: _____ Email: _____

N/A 4. Name: _____ Male Female
 D.O.B.: _____ Custodial parent or guardian (if other than you): _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Contact Number: _____ Email: _____

N/A 5. Name: _____ Male Female
 D.O.B.: _____ Custodial parent or guardian (if other than you): _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Contact Number: _____ Email: _____

N/A 6. Name: _____ Male Female
 D.O.B.: _____ Custodial parent or guardian (if other than you): _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Contact Number: _____ Email: _____

L. REFERENCES: List 7-10 people who know you well, such as social and family friends, co-workers, military acquaintances. Do not include relatives, employers, or housemates, or other individuals listed elsewhere.

1. Name: _____ Address: _____
 City: _____ State: _____ Zip: _____
 Company/Work Address: _____
 City: _____ State: _____ Zip: _____
 Home Phone: _____ Work Phone: _____ Cell Phone: _____ Email: _____
 How do you know this person (friend, teacher, family, co-worker)? _____
 How long have you known this person? _____

2. Name: Address:

City: State: Zip:

Company/Work Address:

City: State: Zip:

Home Phone: Work Phone: Cell Phone: Email:

How do you know this person (friend, teacher, family, co-worker)?

How long have you known this person?

3. Name: Address:

City: State: Zip:

Company/Work Address:

City: State: Zip:

Home Phone: Work Phone: Cell Phone: Email:

How do you know this person (friend, teacher, family, co-worker)?

How long have you known this person?

4. Name: Address:

City: State: Zip:

Company/Work Address:

City: State: Zip:

Home Phone: Work Phone: Cell Phone: Email:

How do you know this person (friend, teacher, family, co-worker)?

How long have you known this person?

5. Name: Address:

City: State: Zip:

Company/Work Address:

City: State: Zip:

Home Phone: Work Phone: Cell Phone: Email:

How do you know this person (friend, teacher, family, co-worker)?

How long have you known this person?

6. Name: _____ Address: _____
 City: _____ State: _____ Zip: _____
 Company/Work Address: _____
 City: _____ State: _____ Zip: _____
 Home Phone: _____ Work Phone: _____ Cell Phone: _____ Email: _____
 How do you know this person (friend, teacher, family, co-worker)? _____
 How long have you known this person? _____

7. Name: _____ Address: _____
 City: _____ State: _____ Zip: _____
 Company/Work Address: _____
 City: _____ State: _____ Zip: _____
 Home Phone: _____ Work Phone: _____ Cell Phone: _____ Email: _____
 How do you know this person (friend, teacher, family, co-worker)? _____
 How long have you known this person? _____

8. Name: _____ Address: _____
 City: _____ State: _____ Zip: _____
 Company/Work Address: _____
 City: _____ State: _____ Zip: _____
 Home Phone: _____ Work Phone: _____ Cell Phone: _____ Email: _____
 How do you know this person (friend, teacher, family, co-worker)? _____
 How long have you known this person? _____

SECTION 3: EDUCATION

NOTE: You will be required to furnish transcripts or other proof to support all of your educational claims.

Check applicable: High School Diploma GED Discharge documents from armed services with 2 years active duty

List high schools attended or where you obtained your GED:

1. Name: _____ City: _____ State: _____
 From: _____ To: _____ Did you graduate? Yes No

2. Name: _____ City: _____ State: _____
 From: _____ To: _____ Did you graduate? Yes No

List all colleges or universities attended:

1. Name: _____ City: _____ State: _____
 From: _____ To: _____ Type of Degree Earned: _____ Total Units Earned: _____

2. Name: _____ City: _____ State: _____
 From: _____ To: _____ Type of Degree Earned: _____ Total Units Earned: _____

3. Name: [] City: [] State: []
From: [] To: [] Type of Degree Earned: [] Total Units Earned: []

List any trade, vocational, or business schools/institutes attended:

1. Name: [] From: [] To: []
Type of school or training: [] City: [] State: []
Did you complete the course? Yes No

2. Name: [] From: [] To: []
Type of school or training: [] City: [] State: []
Did you complete the course? Yes No

3. Name: [] From: [] To: []
Type of school or training: [] City: [] State: []
Did you complete the course? Yes No

Have you ever been placed on academic discipline, suspended, or expelled from any high school, college/university, business, or trade school? Yes No

If yes, describe in detail below. Starting with high school, list any disciplinary actions received in any school or educational institution. Include when the disciplinary action(s) occurred, name of school(s), and explanation of circumstances.

SECTION 4: RESIDENCES

LIST OF RESIDENCES

- List all residences during the last ten years or since age 17. Provide complete addresses (include markers such as Street, Drive, Road, East, West, etc., and unit or apartment number). Do not use P.O. Boxes.
- If the residence is a military base, identify the name of the base in the address, nearest city, state, and zip code. DO NOT LIST military barracks mates, unless you shared individual quarters.
- If you need additional space for your answers, attach additional sheets as needed. Be sure to indicate what section number and page this refers to.

1. Current Residence Address:

City: State: Zip:

If renting; property manager, rent collector, or owner: Contact Number:

Address of property mgr., rent collector, or owner: Email:

City: State: Zip:

From: To:

N/A Name(s) of those with whom you live:

2. Former Address:

City: State: Zip:

If renting; property manager, rent collector, or owner: Contact Number:

Address of property mgr., rent collector, or owner: Email:

City: State: Zip:

From: To:

N/A Name(s) of those with whom you live:

Reason for moving:

3. Former Address:

City: State: Zip:

If renting; property manager, rent collector, or owner: Contact Number:

Address of property mgr., rent collector, or owner: Email:

City: State: Zip:

From: To:

N/A Name(s) of those with whom you live:

Reason for moving:

4. Former Address: [Redacted]
City: [Redacted] State: [Redacted] Zip: [Redacted]
If renting; property manager, rent collector, or owner: [Redacted] Contact Number: [Redacted]
Address of property mgr., rent collector, or owner: [Redacted] Email: [Redacted]
City: [Redacted] State: [Redacted] Zip: [Redacted]
From: [Redacted] To: [Redacted]
 N/A Name(s) of those with whom you live: [Redacted]

Reason for moving: [Redacted]
5. Former Address: [Redacted]
City: [Redacted] State: [Redacted] Zip: [Redacted]
If renting; property manager, rent collector, or owner: [Redacted] Contact Number: [Redacted]
Address of property mgr., rent collector, or owner: [Redacted] Email: [Redacted]
City: [Redacted] State: [Redacted] Zip: [Redacted]
From: [Redacted] To: [Redacted]
 N/A Name(s) of those with whom you live: [Redacted]

Reason for moving: [Redacted]
6. Former Address: [Redacted]
City: [Redacted] State: [Redacted] Zip: [Redacted]
If renting; property manager, rent collector, or owner: [Redacted] Contact Number: [Redacted]
Address of property mgr., rent collector, or owner: [Redacted] Email: [Redacted]
City: [Redacted] State: [Redacted] Zip: [Redacted]
From: [Redacted] To: [Redacted]
 N/A Name(s) of those with whom you live: [Redacted]

Reason for moving: [Redacted]
7. Former Address: [Redacted]
City: [Redacted] State: [Redacted] Zip: [Redacted]
If renting; property manager, rent collector, or owner: [Redacted] Contact Number: [Redacted]
Address of property mgr., rent collector, or owner: [Redacted] Email: [Redacted]
City: [Redacted] State: [Redacted] Zip: [Redacted]
From: [Redacted] To: [Redacted]
 N/A Name(s) of those with whom you live: [Redacted]

Reason for moving: [Redacted]

Provide contact information for all housemates listed in the above entries for Section 4 that you have resided with during the past 10 years, or since the age of 17. DO NOT list anyone for whom you have already provided contact information. If you need additional space for your answers, attach additional sheets as needed. Be sure to indicate what section number and page this refers to.

1. Housemate Name: Contact Number: Email:

Current Street Address:

City: State: Zip:

Nature of relationship (friend, relative, landlord, housemate only):

2. Housemate Name: Contact Number: Email:

Current Street Address:

City: State: Zip:

Nature of relationship (friend, relative, landlord, housemate only):

3. Housemate Name: Contact Number: Email:

Current Street Address:

City: State: Zip:

Nature of relationship (friend, relative, landlord, housemate only):

4. Housemate Name: Contact Number: Email:

Current Street Address:

City: State: Zip:

Nature of relationship (friend, relative, landlord, housemate only):

5. Housemate Name: Contact Number: Email:

Current Street Address:

City: State: Zip:

Nature of relationship (friend, relative, landlord, housemate only):

6. Housemate Name: Contact Number: Email:

Current Street Address:

City: State: Zip:

Nature of relationship (friend, relative, landlord, housemate only):

Have you ever been evicted or asked to leave a residence? Yes No

Have you ever left a residence owing rent? Yes No

If you answered "Yes" to either of the two questions above, explain (include when, where, and circumstances):

SECTION 5: EXPERIENCE AND EMPLOYMENT

JOB EXPERIENCE

- Have you **EVER** served as a Peace Officer, Jailer, or Telecommunicator in another state OR another country? Yes No
If YES, list below.
- List ALL jobs you have had in the last ten years, including part-time, temporary, self-employment, and volunteer. (Begin with your most current. If more space is needed, continue your response on the additional space page at the end of the Personal History Statement).
- If you have military experience, including reserve duty, enter your military base, assignments, or unit of assignment. Include ALL military services.
- List ALL periods of unemployment in excess of 30 days.

1. Name of Employer or Military Unit: From: To:

Address or Base:

City: State: Zip:

Supervisor: Contact Number: Email:

Job Title: Reason for Leaving:

Duties/Assignments:

Full-Time Part-Time Temporary Self-Employed Unemployed

Names of Co-Worker(s) and their Phone Number(s):

Would there be a problem if we contact your current employer? Yes No

If yes, explain:

2. Period of Unemployment

From: To:

Check if applicable: Student Between jobs Leave of absence Travel Other

3. Name of Employer or Military Unit: From: To:

Address or Base:

City: State: Zip:

Supervisor: Contact Number: Email:

Job Title: Reason for Leaving:

Duties/Assignments:

Full-Time Part-Time Temporary Self-Employed Unemployed

Names of Co-Worker(s) and their Phone Number(s):

4. Period of Unemployment

From: To:

Check if applicable: Student Between jobs Leave of absence Travel Other

5. Name of Employer or Military Unit: From: To:

Address or Base:

City: State: Zip:

Supervisor: Contact Number: Email:

Job Title: Reason for Leaving:

Duties/Assignments:

Full-Time Part-Time Temporary Self-Employed Unemployed

Names of Co-Worker(s) and their Phone Number(s):

6. Period of Unemployment

From: To:

Check if applicable: Student Between jobs Leave of absence Travel Other

7. Name of Employer or Military Unit: From: To:

Address or Base:

City: State: Zip:

Supervisor: Contact Number: Email:

Job Title: Reason for Leaving:

Duties/Assignments:

Full-Time Part-Time Temporary Self-Employed Unemployed

Names of Co-Worker(s) and their Phone Number(s):

8. Period of Unemployment

From: To:

Check if applicable: Student Between jobs Leave of absence Travel Other

9. Name of Employer or Military Unit: From: To:

Address or Base:

City: State: Zip:

Supervisor: Contact Number: Email:

Job Title: Reason for Leaving:

Duties/Assignments:

Full-Time Part-Time Temporary Self-Employed Unemployed

Names of Co-Worker(s) and their Phone Number(s):

10. Period of Unemployment

From: To:

Check if applicable: Student Between jobs Leave of absence Travel Other

11. Name of Employer or Military Unit: From: To:

Address or Base:

City: State: Zip:

Supervisor: Contact Number: Email:

Job Title: Reason for Leaving:

Duties/Assignments:

Full-Time Part-Time Temporary Self-Employed Unemployed

Names of Co-Worker(s) and their Phone Number(s):

12. Period of Unemployment

From: To:

Check if applicable: Student Between jobs Leave of absence Travel Other

13. Name of Employer or Military Unit: From: To:

Address or Base:

City: State: Zip:

Supervisor: Contact Number: Email:

Job Title: Reason for Leaving:

Duties/Assignments:

Full-Time Part-Time Temporary Self-Employed Unemployed

Names of Co-Worker(s) and their Phone Number(s):

14. Period of Unemployment

From: To:

Check if applicable: Student Between jobs Leave of absence Travel Other

15. Name of Employer or Military Unit: From: To:

Address or Base:

City: State: Zip:

Supervisor: Contact Number: Email:

Job Title: Reason for Leaving:

Duties/Assignments:

Full-Time Part-Time Temporary Self-Employed Unemployed

Names of Co-Worker(s) and their Phone Number(s):

16. Period of Unemployment

From: To:

Check if applicable: Student Between jobs Leave of absence Travel Other

17. Name of Employer or Military Unit: From: To:

Address or Base:

City: State: Zip:

Supervisor: Contact Number: Email:

Job Title: Reason for Leaving:

Duties/Assignments:

Full-Time Part-Time Temporary Self-Employed Unemployed

Names of Co-Worker(s) and their Phone Number(s):

18. Have you ever been disciplined at work? (This includes written warnings, formal letters of reprimands, suspensions, reductions in pay, reassignments, or demotions). Yes No
19. Have you ever been fired, released from probation, or asked to resign from any place of employment? Yes No
20. Were you ever involved in a physical/verbal altercation with a supervisor, co-worker, or customer? Yes No
21. Have you ever resigned without giving two weeks-notice? Yes No
22. Have you ever resigned in lieu of termination? Yes No
23. Have you ever been accused of discrimination (such as sexual harassment, racial bias, sexual orientation harassment, etc.) by a co-worker, superior, subordinate, and/or customer? Yes No

- 24. Were you ever the subject of a written complaint at work? Yes No
- 25. Have you ever been counseled at work due to lateness or absences? Yes No
- 26. Did you ever receive an unsatisfactory performance review? Yes No
- 27. Have you ever sold, released, or given away legally confidential information? Yes No
- 28. Have you ever called in sick when you were neither sick nor caring for a sick family member? Yes No

If yes, how many sick days have you used in the past five years which were not due to illness?

If you answered "Yes" to any of Questions 18 – 28 (at the bottom of the previous page and above), explain (include when, where, and circumstances; indicate the corresponding question number):

Has your work performance ever been affected by your use of alcohol or drugs? Yes No

When? Name of Employer:

In the past ten years, have you been warned by an employer about your drinking or drug habits and their impact on your performance? Yes No

When? Name of Employer:

SECTION 6: MILITARY EXPERIENCE

(Complete for all branches of the military served. Add pages if necessary).

- 1. Are you required to register for the Selective Service? Yes No
- 2. If yes, have you registered? Yes No

If no, explain:

Branch of Service: Dates Served From: To:

Type of Discharge: Entry Level Honorable General Other than Honorable

Re-entry Code (1 – 4) if applicable; refer to your DD-214:

- 3. Are you currently participating in one of the following? Military Reserve National Guard

If checked, date obligation ends:

- 4. Have you ever been the subject of any judicial or non-judiciary disciplinary action (such as, court martial, captain's mast, office hours, company punishment)? Yes No

5. Were you ever denied a security clearance, or had a clearance revoked, suspended or downgraded, either military or any other federal, state, or municipal clearance? Yes No

If you answered "Yes" to either of the last two questions (questions 4 and 5), explain. Include dates and circumstances.

SECTION 7: FINANCIAL

INCOME AND EXPENSES:

For each of the following questions, fill in the amounts to the nearest dollar.

1. From your employer(s), what is your monthly income?

2. Do you have income other than from your salary or wages? Yes No

If yes, fill in amount: per month Explain:

3. Approximately how much do you spend each month? (Estimate your monthly living expenses, include housing, utilities, credit cards or other loan payments, food, gas and car maintenance, entertainment, etc., as well as any other obligations you may have).

4. Have you ever filed for or declared bankruptcy (Chapter 7, 11 or 13)? Yes No

5. Have any of your bills ever been turned over to a collection agency? Yes No

6. Have you ever had purchased goods repossessed? Yes No

7. Have your wages ever been garnished? Yes No

8. Have you ever been delinquent on income or other tax payments? Yes No

9. Have you ever failed to file income tax or cheated/lie on an income tax form? Yes No

10. Have you ever had an employment bond refused? Yes No

11. Have you ever avoided paying any lawful debt by moving away? Yes No

12. Have you ever defaulted on a loan, including a student loan? Yes No

13a. Have you ever borrowed money to pay for a gambling debt? Yes No

13b. If "Yes," do you currently have any outstanding debts as a result of gambling? Yes No

14. Have you ever spent money for illegal purposes (e.g., illegal drugs, prostitution, purchase fraudulent documents, etc.)?
 Yes No

15. Have you ever failed to make or been late on a court-ordered payment e.g., child support, alimony, restitution, etc.)?
 Yes No

16. Have you written three or more bad checks in a one-year period? Yes No

17. Are you in arrears on court-ordered child support? Yes No

If you answered "Yes" to any of Questions 4 – 17 (on the previous page and above), explain. Include when, where, and why and indicate the corresponding question number:

SECTION 8: LEGAL

Disclosure of Citations, Arrests, and Convictions:

This section requires you to report detentions, arrest, and convictions, including diversion programs and, in some cases, offenses that may have been pardoned. As a licensed applicant, you are required to disclose this information, unless specifically exempted by state or federal law.

- ALL detentions or arrests, whether they resulted in a conviction or not
- ALL convictions
- ALL diversion programs
- ALL citations, excluding traffic tickets (may have been detained and/or received a Class C for disorderly conduct, prostitution, assault, etc., without actual arrest)

If you need additional space for your answers, attach additional sheets as needed. Be sure to indicate what section, question number, and page it refers.

Have you EVER been detained for investigation, held on suspicion, questioned, fingerprinted, arrested, indicted, criminally charged, or convicted of any misdemeanor or felony offense in this state or in any other legal jurisdiction (Including offenses punishable under the Uniform Code of Military Justice)? Yes No

If yes, explain each incident:

1. Approximate Date: Arresting or detaining agency:

Charge:

Disposition or Penalty:

2. Approximate Date: Arresting or detaining agency:

Charge:

Disposition or Penalty:

3. Approximate Date: Arresting or detaining agency:

Charge:

Disposition or Penalty:

4. Approximate Date: Arresting or detaining agency:

Charge:

Disposition or Penalty:

- 5. Have you ever been placed on court probation as an adult? Yes No
- 6. Have you ever been convicted of any charge that would prevent you from legally possessing a firearm or ammunition?
 Yes No
- 7. Were you ever required to appear before a juvenile court for an act which would have been a crime, if committed as an adult? Yes No
- 8. Have you ever been a party in a civil lawsuit (e.g., small claims actions, dissolutions, child custody, paternity, support, etc.)?
 Yes No
- 9. Have the police ever been called to your home for any reason? Yes No
- 10. Have you or your spouse/partner ever been referred to Child Protective Services? Yes No
- 11. Have you ever been the subject of an emergency protective, restraining, or stay-away order? Yes No
- 12. Have you settled any civil suit in which you, your insurance company, or anyone else on your behalf was required to make payment to the other party? Yes No
- 13. Have you ever fraudulently received welfare, unemployment compensation, compensation, or other state or federal assistance? Yes No
- 14. Have you ever filed a false insurance or workers' compensation claim? Yes No

If you answered "Yes" to any of Questions 5 – 14 (above), explain. Include court case or document, dates, and circumstances. Indicate the corresponding question number:

Undetected Acts – Part 1

Within the past seven years OR at any time after you were first employed in law enforcement, have you ever committed any of the following misdemeanors?

- 15. Annoying/obscene phone calls Yes No
- 16. Assault (use of force or violence upon another) Yes No
- 17. Assault on a family member (use of force or violence upon a family member) Yes No
- 18. Brandishing a weapon (any type of weapon) Yes No
- 19. Carrying a concealed weapon without a permit Yes No
- 20. Contributing to the delinquency of a minor Yes No
- 21. Defrauding an innkeeper (not paying for food or room at a hotel/motel) Yes No
- 22. Driving under the influence of alcohol and/or drugs Yes No

Initial this page to indicate that you have provided complete and accurate information: _____

- 23. Drunk in public (being so intoxicated in a public place that you're not able to care for yourself) Yes No
- 24. Hit and run collision (no injuries) Yes No
- 25. Hunting or fishing without a license Yes No
- 26. Illegal gambling Yes No
- 27. Impersonating a peace officer Yes No
- 28. Indecent exposure (including flashing or mooning) Yes No
- 29. Joyriding (using a car or other vehicle without owner's permission) Yes No

Undetected Acts – Part 1

At any time in your life, have you ever committed any of the following?

- 30. Arson (intentionally destroying property by setting a fire) Yes No
- 31. Assault with a deadly weapon Yes No
- 32. Theft of a vehicle and/or vehicle parts Yes No
- 33. Burglary (entering a structure or vehicle to commit theft or other crime) Yes No
- 34. Child molestation (performing unlawful acts with a child) Yes No
- 35. Accessing, producing, or possessing child pornography Yes No
- 36. Injury to a child, elderly, and/or disabled Yes No
- 37. Embezzlement (theft of money or other valuables entrusted to you) Yes No
- 38. Felony drunk driving (involving injuries) Yes No
- 39. Forcible rape or other act of unlawful intercourse/sexual activity Yes No
- 40. Forgery (falsifying any type of document, check certificate, license, currency, etc.) Yes No
- 41. Hit and run (with injuries) Yes No
- 42. Hate crime Yes No
- 43. Insurance fraud Yes No
- 44. Theft (value of over \$500 and/or any firearm) Yes No
- 45. Murder, homicide, or attempted murder Yes No
- 46. Perjury (lying under oath) Yes No
- 47. Possession of an explosive/destructive device Yes No
- 48. Robbery (theft from another person using a weapon, force, or fear) Yes No
- 49. Stalking Yes No
- 50. Blackmail or extortion Yes No
- 51. Any other act amounting to a felony Yes No

If you answered "YES" to any of the Questions 15 – 51 (on the previous two pages), fully explain circumstances, including dates, names of individuals involved, and resolution. Indicate the corresponding question number for each explanation.

Questions about your current and past recreational drug use. This covers the use of **any** drug, including the unauthorized use of prescription drugs. Your answers should include, **but not limited to**, your use of any of the following drugs.

- | | |
|---|----------------------------|
| Amphetamines/Methamphetamine Uppers, Speed, Crank, etc. | Heroin/Opium |
| Barbiturates (Downers) | Marijuana |
| Cocaine/Crack Cocaine | Mescaline |
| Designer Drugs (Ecstasy, Synthetic Heroin, etc.) | Morphine |
| GHB (Date Rape Drug) | PCP/Angel Dust |
| Glue | Quaaludes |
| Hallucinogens (Peyote, LSD, Mushrooms) | Steroids |
| Hashish/Hashish Oil | Tetrahydrocannabinol (THC) |

52. **Within the past three years**, have you used any non-prescribed drug(s) as indicated above or unauthorized prescription drugs? Yes No

If yes, give details, including drug(s) used and circumstances:

53. Prior to the past three years (check all that apply):

- I have never used any drug recreationally.
- I have tried or used one or more drugs listed above, but only under limited circumstances (for example: experimentation, at parties, concerts, special events, etc.).

If you have, give details including drug(s) used, most recent date used, and circumstances:

Have you ever engaged in any of the activities listed below for drugs, narcotics, or illegal substances – including marijuana?

Sold Manufactured Purchased Furnished Cultivated Carried or held for another

If you checked any of the items above, give details including drug(s) involved, over what time period(s), and circumstances:

SECTION 9: MOTOR VEHICLE OPERATION

Current Driver License #: State of Issue: Expiration Date:

Full name under which license was granted:

List other states where you have been licensed to operate a motor vehicle:

1. N/A State of Issue: Type of License: License Number:

Name under which license was granted:

2. N/A State of Issue: Type of License: License Number:

Name under which license was granted:

3. N/A State of Issue: Type of License: License Number:

Name under which license was granted:

Have you ever been refused a driver's license by any state? Yes No

If yes, explain (include when, where, and circumstances):

Has your driver's license ever been suspended or revoked? Yes No

If yes, explain (include when, where, and circumstances):

List your current liability insurance on your vehicle(s):

4. Type of Coverage: Insured Bonded Cash Deposit
Vehicle Make/Model: Year: Vehicle License:
Insurance Company: Policy Number: Expires:
Address:
City: State: Zip: Contact Number:

5. Type of Coverage: Insured Bonded Cash Deposit
Vehicle Make/Model: Year: Vehicle License:
Insurance Company: Policy Number: Expires:
Address:
City: State: Zip: Contact Number:

6. Type of Coverage: Insured Bonded Cash Deposit
Vehicle Make/Model: Year: Vehicle License:
Insurance Company: Policy Number: Expires:
Address:
City: State: Zip: Contact Number:

7. Type of Coverage: Insured Bonded Cash Deposit
Vehicle Make/Model: Year: Vehicle License:
Insurance Company: Policy Number: Expires:
Address:
City: State: Zip: Contact Number:

List all traffic citations, excluding parking citations, that you have received within the past seven years:

8. Nature of Violation:
Location (Street, City, State, Zip):
Date Violation Occurred: Action Taken: Not Guilty Fined Traffic School Dismissed

9. Nature of Violation:

Location (Street, City, State, Zip):

Date Violation Occurred: Action Taken: Not Guilty Fined Traffic School Dismissed

10. Nature of Violation:

Location (Street, City, State, Zip):

Date Violation Occurred: Action Taken: Not Guilty Fined Traffic School Dismissed

Has a traffic citation ever resulted in a warrant or caused your driver's license to be withheld due to any of the following? (Check all that apply).

- Failed to appear
- Failed to complete traffic school
- Failed to pay the required fine

If checked, explain circumstances:

Have you been involved as the driver in a motor vehicle accident within the past seven years? Yes No

If yes, give details:
11. Date: Location (Street, City, State, Zip):

Police Report? Yes No Injury or Non-Injury? Injury Non-Injury

Law Enforcement Agency:

12. Date: Location (Street, City, State, Zip):

Police Report? Yes No Injury or Non-Injury? Injury Non-Injury

Law Enforcement Agency:

13. Date: Location (Street, City, State, Zip):

Police Report? Yes No Injury or Non-Injury? Injury Non-Injury

Law Enforcement Agency:

14. Date: Location (Street, City, State, Zip):

Police Report? Yes No Injury or Non-Injury? Injury Non-Injury

Law Enforcement Agency:

Have you ever driven a vehicle without auto insurance, as required by law? Yes No

If yes, give reason:

Date:

Location (Street, City, State, Zip):

Have you ever been refused automobile liability insurance, or a bond, or had a policy cancelled? Yes No

If yes, give reason:

Insurance Company:

Date:

Location (Street, City, State, Zip):

Use this space for additional information you would like to include regarding your driving record.

15. Are you or have you ever been, a member or associate of a criminal enterprise, street gang, or any other group that advocates violence against individuals because of their race, religion, political affiliation, ethnic origin, nationality, gender, sexual preference, or disability? Yes No

16. Do you have, or have you ever had, a tattoo signifying membership in, or affiliation with, a criminal enterprise, street gang, or any other group that advocates violence against individuals because of their race, religion, political affiliation, ethnic origin, nationality, gender, sexual preference, or disability? Yes No

17. Since the age of 17, have you ever been involved in an anger-provoked physical fight, confrontation, or other violent act? Yes No

18. Have you ever hit or physically overpowered a spouse, romantic partner, or family members? Yes No

If you answered "YES" to any of the questions 15 – 18 (above), give details, dates, and circumstances. Indicate the corresponding question number.

SECTION 10: SOCIAL MEDIA SITES

Have you ever had a social media site (i.e. Facebook, My Space, Instagram, Snapchat etc.)? Yes No

List all social media sites, blogs, and/or websites you have created. Provide the website URL and your username.

SECTION 11: ADDITIONAL SPACE

- Duplicate this page as needed to include additional information that does not fit elsewhere on this form (e.g., additional family members, schools, residences, employers, explanations to questions, etc.).
- Identify the corresponding section, question number, and specific item being referenced.

SECTION 12: CERTIFICATION

I hereby certify that I have personally completed and initialed each page of this form and any supplemental page(s) attached, and that all statements made are true and complete to the best of my knowledge and belief. I understand that any misstatement of material fact may subject me to disqualification; or, if I have been appointed, may disqualify me from continued employment.

Signature of Applicant

Date

Sworn to and subscribed before me, this the _____ day of _____, _____.

Notary public in and for, State of _____.

My commission expires: _____ / _____ / _____.

Printed Name of Notary

Signature of Notary

Notary Seal or Stamp:

The San Saba County Sheriff's Office is currently accepting applications for the position of Jailer/Dispatcher. Requirements for this position include the following:

1. Applicant must be a U.S. citizen and at least 18 years of age;
2. Have acquired a high school diploma or valid GED;
3. If applicant has military service, an honorable discharge will only be recognized;
4. Has never been convicted of or placed on community supervision or probation for a Class B or above offense, including family violence, also prohibited by federal law to possess a firearm;
5. Holds a valid Driver's License;
6. Applicant must agree to drug and mental screening;
7. Applicant will undergo criminal and personal background check;
8. Applicant must be able to work days, nights, weekends and holidays.

Individuals employed for this position will be required to attend training to become a Texas Jailer/Dispatch within the first year of employment, which is paid for by San Saba County Sheriff's Office.

San Saba County provides health insurance and retirement benefits to its employees. Base pay will be determined on experience. Applications are available at San Saba County website: <http://www.co.san-saba.tx.us/> under job opportunities, click link mark Sheriff's Office Personal History Statement. Applications can be returned Monday through Friday between 8 am and 5 pm on the second floor of the courthouse, in the designated drop box by the Sheriff's Office.

Full Job Description

Department: Sheriff's Department

Status: Regular/Fulltime

Yearly Income: \$29,120.00 – \$32,851.34

Hours: Full-time, 40 hours/week. Must be flexible to work days, evenings, nights, weekends, holidays.

Deadline to apply: July 31, 2021

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

Application submission;

Personal History Statement (PHS): Candidates **MUST** complete the (PHS) and including notarized signature, with all appropriate documentation before submission. The PHS can be downloaded by clicking [HERE](#).

Testing:

Test Dates: to be scheduled on an ongoing, as needed basis

Pre-employment process, including but not limited to:

PHS review

Oral board interview

Background investigation

Psychological evaluation

Physical, & Drug screen

Interview with Review Board

Expected duration of process: approximately 2-4 weeks after the posting announcement close date

GENERAL SUMMARY

This position receives, evaluates and dispatches emergency and non-emergency calls for service to appropriate personnel; The position requires personnel to work VARIOUS SHIFTS / HOURS (24 hours a day / 7 days a week) with good attendance.

Position requires constant contact with the public in stressful situations that require good judgment, considerable tact, stability, and calmness. Applicant is expected to use sound judgment when making decisions concerning priorities in the deployment of law enforcement, emergency services, equipment, and manpower in emergency situations. Standardized guidelines are available, but are not always applicable and may not specify the exact course of action to be taken. Position requires non-disclosure and proper handling of classified information in accordance with local, state, and federal guidelines. Applicant must be able to work independently without direct supervision in the room and complete daily tasks as needed. Tasks and assignments are given verbally and in written form. Applicant's work is reviewed by observation, and review of records, recordings and reports.

SUPERVISION RECEIVED AND EXERCISED

This position receives general supervision from the Jail Administrator/Communications Supervisor. This position does not supervise any other positions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Arrive at work every day in good physical and mental condition, and be at work station prepared to work on time at the beginning of the shift.

Duties include but are not limited to the following:

Answer emergency calls for police, fire and medical calls for assistance by telephone, Enhanced E911 system or radio and route those calls to the appropriate personnel;

Answer non-emergency incoming telephone calls, texts, and fax communications. and coordinate requests for service or information accordingly by transferring calls to multiple locations as needed.

Operates radio system to have law enforcement, medical, fire calls, animal control, public works, volunteers respond for calls of service. Prioritize calls for service and dispatch those calls for service to available officers.

Receive requests for information and assistance and direct those requests to the proper source;

Maintain radio contact, monitor unit activity, and record details of calls for service. Serve as communication anchor point and Maintains on-going status and awareness of police personnel and police units.

Handle initial contact with walk-in complainants requiring police assistance.

Receive calls for many types of incidents and coordinate emergency and non-emergency response with units in the field. Gather information from callers including the nature, severity, location and status of emergencies;

Perform a wide variety of clerical and other tasks during periods when not engaged in dispatching activities.

Interact with police officers, judges, attorneys, city employees and citizens;

Provide detailed call information to police personnel as needed;

Enter, update, maintain and research information through local, state and federal database systems (TCIC/NCIC) and provide information to the requesting officer;

Prepare and complete a variety of forms regarding calls received and response taken, arrests, warrants, prisoners, and criminal offenses;

Monitor prisoners detained in the jail, for their safety and security.

Searches for contraband and provides security; counts, feeds, and supervises offenders in areas accessed by stairs; and maintains security of various assigned areas involving long periods of sitting and standing and climbing stairs to reach the assigned areas

Have occasionally contact with prisoners by preparing meals and performing laundry tasks;

Require to work various shifts 24 hours a day / 7 days a week, weekends, holidays, and overtime as required; and

Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS

EDUCATION AND EXPERIENCE

Applicant must be a U.S. citizen and at least 18 years of age

High school diploma or GED equivalency;

Valid Texas Driver's License and a safe driving record.

Has never been convicted of or placed on community supervision or probation for a Class B or a Felony offense, including family violence, also prohibited by federal law to possess a firearm

Ability to type at least 25 words per minute, correctly.

Knowledge of personal computers, related hardware and software; and

Pass the Department's criminal and personal background check.

Applicant must agree to drug and mental screening

If applicant has military service, an honorable discharge will only be recognized

Applicant must be able to work days, nights, weekends and holidays.

LICENSES AND CERTIFICATES

Required to have a Basic Telecommunications Certification and License Jailer Certification through the Texas Commission on Law Enforcement or the ability to obtain it within one year of hire.

PHYSICAL ABILITIES

Ability to:

Effectively communicate verbally and in writing in a clear and concise manner, with or without reasonable accommodation, which permits the employee to listen to voice instructions and communicate effectively in person, over the telephone or radio;

Visually see, with or without reasonable accommodation, a wide variety of written and electronic materials at arm's length or less and see in detail objects or printed material at greater than arm's length including video monitors for long periods of time;

Hear sounds within the normal range of hearing (phone conversations, co-workers, supervisors, radio, etc.) and in the presence of noise;

Perform assigned tasks under pressure in emergencies and stressful situations;

Obtain information from hostile or emotional citizens;

Operate/troubleshoot telephone systems, telephone recording systems, radio consoles, camera monitoring systems, computers and related communications equipment;

Type, operate computer equipment, write legibly and handle a variety of records and files with sufficient manual dexterity, with or without reasonable accommodation;

Sit for long periods of time; move between work stations; bend, reach, and kneel to retrieve records or files; and operate general office equipment with sufficient personal mobility, with or without reasonable accommodation;

Maintain effective working relationships and represent the Sheriff's Office in a positive manner at all times while engaged with staff and Citizens;

Work VARIOUS SHIFTS / HOURS (24 hours a day / 7 days a week) with good attendance. No issues with excessive use of vacation, personal or sick leave.

The County of San Saba is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA), the County of San Saba will provide reasonable accommodations to qualified individuals with disabilities. All applicants must also take a drug test prior to employment with the Sheriff's Office.