

STATE OF TEXAS §
COUNTY OF POLK §

DATE: June 9, 2026
REGULAR MEETING
ALL PRESENT

**COMMISSIONER'S COURT
AGENDA POSTING # 2026 - 017**

Call to Order. * Invocation * Pledges of Allegiance

Be it remembered on this the 9th day of June 2026, the Honorable Commissioners Court met in “REGULAR” called meeting with the following officers and members present, to wit;

Honorable Sydney Murphy – County Judge presiding,
Guylene Robertson – Commissioner Pct #1,
Mark DuBose – Commissioner Pct #2,
Milton Purvis – Commissioner Pct #3,
Jerry Cassity - Commissioner Pct #4,
Wendy Timm – Deputy County Clerk and
Louis Ploth – County Auditor.

WELCOMED & CALLED TO ORDER AT 10:00 AM BY JUDGE SYDNEY MURPHY.

- INVOCATION LED BY ERNIE TURNEY, RETIRED PASTOR FROM UNITED METHODIST CHURCH.
- PLEDGES TO U.S. & TEXAS FLAGS LED BY WENDY TIMM.

Public Comments

NONE.

Informational Reports

Judge Murphy provided the commissioners with a calendar for the next several meetings, reminding them of the importance of attending all meetings during budget development.

1. POLK COUNTY COMMISSIONERS COURT BOBBY SMITH MEMORIAL SCHOLARSHIP (SPONSORED BY LINEBARGER GOGGAN BLAIR).
2026 Polk County Commissioners Court Bobby Smith Memorial Scholarship Recipients (\$1,000):
Big Sandy: Conner Ratcliff;
Corrigan - Camden: Elijah Poage
Goodrich: Liseidy Balbuena/ Daniella Oropeza
Leggett: Na'llah Jordan
Livingston: Rodolfo (Rudy) Marquez
Onalaska: Faith Tyerman
2. LAW ENFORCEMENT SCHOLARSHIP (SPONSORED BY MANAGEMENT & TRAINING CORPORATION (“MTC”) – OPERATORS OF THE IAH SECURE ADULT DETENTION FACILITY)
2026 Law Enforcement Scholarship Recipients:
Big Sandy ISD: Amberlee Smith
Corrigan - Camden ISD: Paden Walker
Goodrich ISD: N/A
Leggett ISD: N/A
Livingston ISD: Joshua Stanley
Onalaska ISD: Dillion Jennings

Old Business

3. CONSIDER APPROVAL OF REQUEST TO ADVERTISE FOR BID FOR THE CONSTRUCTION OF THE LAKE LIVINGSTON BUILDING GLO CONTRACT NO. 24-065-044-E536.
MOTIONED BY MARK DUBOSE, SECONDED BY MILT PURVIS, APPROVAL.
VOTES NO: 0
VOTES YES: 5
VOTES RESULT: CARRIED

New Business - Consent Agenda

JUDGE MURPHY NOTED AN ADDENDUM TO ITEM 5 IN THE AMOUNT OF \$1,652,035.52.
MOTIONED BY MILT PURVIS, SECONDED BY GUYLENE ROBERTSON, TO APPROVE THE CONSENT AGENDA AS FOLLOWS: (ALL VOTING YES)

4. APPROVE MINUTES OF PREVIOUS MEETING: May 26, 2026 (Regular Session)

5. APPROVE SCHEDULES OF BILLS.

DATE	AMOUNT	FUND	CHECK #
5/20/2026	11,119.91	General	647-648
5/21/2026	10,650.00	Historical Commission	ACH 028/1676
5/21/2026	105,416.01	Grants	ACH 035/1512-1513
5/21/2026	152.77	General	316409-316410
5/21/2026	11,391.71	General	316454-316459
5/21/2026	36,252.02	Grants	ACH 035/1514-ACH 010/316413-316418
5/22/2026	293.68	General	ACH 5281,5282,5288
5/22/2026	5,767.63	General	316400-316404
5/26/2026	732.00	General	316453
5/27/2026	244,138.60	Grants	ACH 035/1515-1516
5/28/2026	67.50	General	316473
5/28/2026	67.50	General	316474
5/28/2026	67.50	General	316475
5/29/2026	4,026.22	General	316446-316472
6/5/2026	45,596.28	General	316476-316489
6/9/2026	208,392.03	General	316502-316594
TOTAL:	684,131.36		

6. APPROVE ORDER DESIGNATING SURPLUS PROPERTY.
The Exhibit reflects various items no longer in use by the Sheriff's Office, Permits Office, and Road & Bridge Pct.4.
7. RECEIVE AND RECORD PERSONNEL ACTION FORMS SUBMITTED BY ELECTED OFFICIALS SINCE LAST MEETING.
8. APPROVE AUTHORIZATION FOR COUNTY TREASURER TO OPEN A NEW TEXPOOL INVESTMENT ACCOUNT FOR OPIOID ABATEMENT TRUST.
9. APPROVE AUTHORIZATION FOR COUNTY TREASURER TO OPEN A NEW TEXPOOL INVESTMENT ACCOUNT FOR SHERIFF'S DEPARTMENT 287(G) WARRANT SERVICE OFFICER PROGRAM.

New Business - Regular Agenda

10. CONSIDER APPROVAL OF PERSONNEL MATTERS, AS FOLLOWS:
 - A. PERSONNEL ACTION FORM REQUESTS SUBMITTED BY DEPARTMENT HEADS SINCE LAST MEETING AND REVIEW OF ANY AUTHORIZED EMERGENCY HIRING. MOTIONED BY MARK DUBOSE, SECONDED BY JERRY CASSITY, APPROVAL OF REQUESTS (NO EMERGENCY HIRES).
VOTES NO: 0
VOTES YES: 5
VOTES RESULT: CARRIED
 - B. UPDATE TO PERSONNEL MANAGEMENT SYSTEM, BOOK I.
MOTIONED BY JERRY CASSITY, SECONDED BY GUYLENE ROBERTSON, APPROVE UPDATED BOOK 1.
VOTES NO: 0
VOTES YES: 5
VOTES RESULT: CARRIED
 - C. RECLASSIFICATION OF VACANT ASSISTANT AUDITOR I POSITION TO INTERNAL AUDITOR.
MOTIONED BY MILT PURVIS, SECONDED BY MARK DUBOSE, TO APPROVE EFFECTIVE IMMEDIATELY.
VOTES NO: 0
VOTES YES: 5
VOTES RESULT: CARRIED
11. CONSIDER REQUESTS FOR REVISIONS AND AMENDMENTS TO THE BUDGET, AS FOLLOWS:
 - A. FY2026 BUDGET REVISIONS, AS PRESENTED BY THE COUNTY AUDITOR'S OFFICE;
MOTIONED BY JERRY CASSITY, SECONDED BY MILT PURVIS, TO APPROVE REVISIONS #2026-19.
VOTES NO: 0
VOTES YES: 5
VOTES RESULT: CARRIED

12. DISCUSS STATUS OF DROUGHT INDEX IN POLK COUNTY AND CONSIDER ANY NECESSARY ACTION TO REGULATE THE USE OF CERTAIN FIREWORKS FOR THE JULY 4TH FIREWORK SEASON.
MOTIONED BY JERRY CASSITY, SECONDED BY GUYLENE ROBERTSON, TO ALLOW ALL FIREWORK SALES FOR JULY 4TH FIREWORK SEASON.
VOTES NO: 0
VOTES YES: 5
VOTES RESULT: CARRIED
13. CONSIDER APPROVAL, APPROVAL UPON CONDITIONS MET, OR REJECTION OF BIG SANDY RANCHETTES, LOCATED IN PRECINCT 4.
MOTIONED BY JERRY CASSITY, SECONDED BY MARK DUBOSE, TO APPROVE.
VOTES NO: 0
VOTES YES: 5
VOTES RESULT: CARRIED
14. DISCUSSION OF SURFACE LEASE AGREEMENTS EXPIRING JUNE 30, 2026 FOR POLK COUNTY SCHOOL LAND IN THROCKMORTON AND BAYLOR COUNTIES AND CONSIDER ANY NECESSARY ACTION REGARDING LEASE PROCESS.
MOTIONED BY MILT PURVIS, SECONDED BY GUYLENE ROBERTSON, TO RENEW LEASE RATES AS FOLLOWS: GRAZING - \$10/ACRE; HUNTING -\$10/ACRE; AND FARMING - \$22.50/ACRE.
VOTES NO: 0
VOTES YES: 5
VOTES RESULT: CARRIED
15. DISCUSS AND CONSIDER APPROVAL OF PROPOSAL FROM NEOGOV FOR EMPLOYMENT APPLICATION AND ONBOARDING SERVICES.
MOTIONED BY MARK DUBOSE, SECONDED BY GUYLENE ROBERTSON, TO APPROVE PROPOSAL FOR BOTH MODULES, EFFECTIVE JULY 1, 2026, WITH FY2026 INVOICES TO BE PAID FROM INFORMATION TECHNOLOGY CAPITAL OUTLAY-REPAIR/REPLACE IT EQUIPMENT (BUDGETED FUNDS).
VOTES NO: 0
VOTES YES: 5
VOTES RESULT: CARRIED
16. CONSIDER APPROVAL TO CLOSE THE FY2026 REIMBURSEMENT RESOLUTION, FINALIZING ALL EXPENDITURES TO BE INCLUDED FOR ISSUANCE OF AUTHORIZED DEBT IN 2026 SERIES TAX NOTES (INCLUDING AUDITOR'S VERIFICATION OF THOSE EXPENDITURES PREVIOUSLY APPROVED) AND INCLUDING THOSE AUTHORIZED AND PENDING PAYMENT PRIOR TO SEPTEMBER 30, 2026 (OPEN INVOICING/BIDS), STATING TOTAL TO BE AUTHORIZED.
MOTIONED BY JERRY CASSITY, SECONDED BY MARK DUBOSE, TO APPROVE, AUTHORIZING THE AMOUNT OF \$1,648,871.54.
VOTES NO: 0
VOTES YES: 5
VOTES RESULT: CARRIED
17. DISCUSS AND RATIFY APPROVAL TO SOLICIT PROPOSALS FOR GROUP HEALTH INSURANCE FROM CHURCH STREET FINANCIAL AND HIGGINBOTHAM

INSURANCE.

MOTIONED BY MILT PURVIS, SECONDED BY GUYLENE ROBERTSON, TO RATIFY APPROVAL.

VOTES NO: 0

VOTES YES: 5

VOTES RESULT: CARRIED

18. RECEIVE REPORT FROM COUNTY BUILDINGS COMMITTEE AND DISCUSS NEXT STEPS FOR COUNTY FACILITY IMPROVEMENTS
RECEIVED REPORT FROM COMMISSIONER MILTON PURVIS. A BID PACKET FOR RENOVATIONS AT THE BEATTY BUILDING TO ACCOMMODATE THE IT DEPARTMENT AND ELECTION EQUIPMENT WILL BE ON AN UPCOMING AGENDA.

Adjourn

MOTIONED BY MILT PURVIS, SECONDED BY JERRY CASSITY, TO ADJOURN AT 10:40 A.M.

VOTES NO: 0

VOTES YES: 5

VOTES RESULT: CARRIED

SYDNEY MURPHY, COUNTY JUDGE

ATTEST:

SCHELANA HOCK, COUNTY CLERK

BY: _____
WENDY TIMM, DEPUTY CLERK

STATE OF TEXAS §
COUNTY OF POLK §

DATE: May 26, 2026
REGULAR MEETING
ALL PRESENT

COMMISSIONER'S COURT
AGENDA POSTING # 2026 - 016

Call to Order. * Invocation * Pledges of Allegiance

Be it remembered on this the 26th day of May 2026, the Honorable Commissioners Court met in "REGULAR" called meeting with the following officers and members present, to wit;

Honorable Sydney Murphy – County Judge presiding,
Guylene Robertson – Commissioner Pct #1,
Mark DuBose – Commissioner Pct #2,
Milton Purvis – Commissioner Pct #3,
Jerry Cassity – Commissioner Pct #4,
Schelana Hock – County Clerk and
Louis Ploth – County Auditor.

WELCOMED & CALLED TO ORDER AT 10:00 AM BY JUDGE SYDNEY MURPHY.

- INVOCATION LED BY KEVIN WOOD OF FIRST BAPTIST CHURCH.
- PLEDGES TO U.S. & TEXAS FLAGS LED BY SCHELANA HOCK.

Public Comments

BILLY LAMBETH REPORTED THAT THERE ARE STILL NO GEESE TO REPORT SINCE THE SHERIFF'S DEPARTMENT SUCCESSFULLY CAUGHT ALL THE GEESE.

Informational Reports

1. RECEIVE POLK COUNTY OLD JAIL FACILITY CONDITION ASSESSMENT PRESENTED BY DRG ARCHITECTS.
GARY ADAMS PRESENTED THE ASSESSMENT TO THE COURT.

ADDITIONALLY, SCHELANA HOCK PROVIDED AN ELECTION INSPECT REPORT TO THE COURT MEMBERS, AND JUDGE MURPHY ADVISED ABOUT A SURVEY FROM HUMAN RESOURCES REGARDING ONBOARDING PROCESS FOR EMPLOYEES.

Old Business

2. REQUESTS FOR RECLASSIFICATION OF SECRETARY TO OFFICE MANAGER, AS FOLLOWS: GRANTS AND CONTRACTS.
MOTIONED BY MILT PURVIS, SECONDED BY JERRY CASSITY, DELETE UNTIL COMPENSATION STUDY IS COMPLETE.
VOTES NO: 0
VOTES YES: 5
VOTES RESULT: CARRIED

New Business - Consent Agenda

MOTIONED BY MARK DUBOSE, SECONDED BY GUYLENE ROBERTSON, TO APPROVE THE CONSENT AGENDA AS FOLLOWS: (ALL VOTING YES)

3. APPROVE MINUTES OF PREVIOUS MEETINGS: May 12, 2026 (Regular/Special

Meetings)

4. APPROVE SCHEDULES OF BILLS.

DATE	AMOUNT	FUND	CHECK #
5/8/2026	11,624.31	General	316186-316198
5/8/2026	306,630.47	Grants	ACH 035/1507/ACH 010/316200
5/8/2026	152.77	General	316201-316202
5/8/2026	164,172.02	General	ACH 5248,5257,5258,5259, 5253,5255,5256
5/12/2026	6,510.76	General	316244
5/15/2026	18,341.26	General	316247-316255
5/15/2026	2,840.00	General	316292
5/26/2026	553,032.46	General	316294-316391
TOTAL:	1,063,304.05		

5. APPROVE ORDER DESIGNATING SURPLUS PROPERTY.
The Exhibit reflects various items no longer in use by the Justice of the Peace, Precinct 1 and the Tax Assessor-Collector's Office.
6. RECEIVE COUNTY AUDITOR'S MONTHLY REPORT, PURSUANT TO LOCAL GOVERNMENT CODE SEC. 114.025.
7. RECEIVE COUNTY TREASURER'S MONTHLY REPORT FOR APRIL 2026.
8. RECEIVE AND RECORD PERSONNEL ACTION FORMS SUBMITTED BY ELECTED OFFICIALS SINCE LAST MEETING.
9. RECEIVE AND RECORD INDEPENDENT CONTRACT ATTORNEY AGREEMENT BETWEEN THE DISTRICT ATTORNEY'S OFFICE AND SCOTT FERGUSON, EFFECTIVE APRIL 24, 2026, THROUGH MAY 17, 2026.
MOTIONED BY MARK DUBOSE, SECONDED BY GUYLENE ROBERTSON, TO DELETE UNTIL FURTHER NOTICE ALLOWING CRIMINAL DISTRICT ATTORNEY TO REVIEW AGREEMENT.
VOTES NO: 0
VOTES YES: 5
VOTES RESULT: CARRIED
10. APPROVE CONSTABLE PRECINCT 2 BILL CUNNINGHAM'S REQUEST TO APPOINT TERRY MCCLANAHAN TO RESERVE DEPUTY CONSTABLE.
11. APPROVE COUNTY CLERK'S REQUEST TO INCREASE ELECTION JUDGES' AND WORKERS' PAY FROM \$10.00 PER HOUR TO \$12.00 PER HOUR, EFFECTIVE MAY

18, 2026, TO BE FUNDED FROM THE COUNTY CLERK'S BUDGET WITH REIMBURSEMENT FROM PARTICIPATING ENTITIES IN PRIOR JOINT ELECTIONS.

12. APPROVE RENEWAL OF INTERLOCAL AGREEMENT WITH TEXAS ASSOCIATION OF COUNTIES RISK MANAGEMENT POOL AND APPLICATION FOR PROVISION OF INSURANCE COVERAGES TO INCLUDE WORKERS COMPENSATION, AUTO (PHYSICAL DAMAGE & LIABILITY) AND GENERAL - PUBLIC OFFICIALS - LAW ENFORCEMENT LIABILITIES.
13. RATIFY APPROVAL OF THE DISTRICT ATTORNEY'S OFFICE REQUEST TO OBTAIN A TRANSCRIPTION SERVICE FOR AUDIO RECORDINGS AND BODY-CAMERA FOOTAGE RELATED TO CRIMINAL TRIAL PREPARATION, WITH A COST OF \$7,000 FOR A ONE-YEAR UNLIMITED SUBSCRIPTION FOR UP TO FIVE (5) USERS TO BE FUNDED THROUGH ASSET FORFEITURE FUNDS.
14. ACCEPT DONATION FROM Z & C CONSTRUCTION LLC OF CONCRETE/CEMENT MATERIAL TO ROAD & BRIDGE, PRECINCT 2.
15. ACCEPT DONATIONS FOR POLK COUNTY HURRICANE PREPAREDNESS EVENT.

New Business - Regular Agenda

16. CONSIDER APPROVAL OF PERSONNEL MATTERS, AS FOLLOWS:
 - A. PERSONNEL ACTION FORM REQUESTS SUBMITTED BY DEPARTMENT HEADS SINCE LAST MEETING AND REVIEW OF ANY AUTHORIZED EMERGENCY HIRING. MOTIONED BY MILT PURVIS, SECONDED BY JERRY CASSITY, TO APPROVE. (NO EMERGENCY HIRES)
VOTES NO: 0
VOTES YES: 5
VOTES RESULT: CARRIED
17. CONSIDER REQUESTS FOR REVISIONS AND AMENDMENTS TO THE BUDGET, AS FOLLOWS:
 - A. FY2026 BUDGET REVISIONS AND AMENDMENTS, AS PRESENTED BY THE COUNTY AUDITOR'S OFFICE; MOTIONED BY JERRY CASSITY, SECONDED BY MARK DUBOSE, APPROVAL OF REVISIONS #2026-18 & AMENDMENTS #2026-18(A).
VOTES NO: 0
VOTES YES: 5
VOTES RESULT: CARRIED
18. CONSIDER ANY/ALL NECESSARY ACTION RELATING TO EXPENDITURES FROM MAINTENANCE CAPITAL OUTLAY BUILDINGS (BUDGETED FUNDS) FOR REPLACEMENT OF HVAC EQUIPMENT AT THE JAIL IN THE AMOUNT OF \$5,645.00.
MOTIONED BY MILT PURVIS, SECONDED BY JERRY CASSITY, APPROVE PROPOSAL FROM DILLON A/C HEATING.
VOTES NO: 0
VOTES YES: 5

VOTES RESULT: CARRIED

19. CONSIDER REQUESTS FOR CAPITAL PURCHASES TO BE PAID FROM GENERAL FUND BALANCE AND INCLUDED ON THE FY2026 REIMBURSEMENT RESOLUTION FOR YEAR-END ISSUANCE OF LEGALLY AUTHORIZED DEBT, AS FOLLOWS;
 - A. DESIGN, MANUFACTURE AND INSTALL GRAPHICS FOR SIX CHEVROLET TAHOES FOR THE POLK COUNTY SHERIFF'S OFFICE, PURCHASED FROM ONSITE DECALS IN THE AMOUNT OF \$8,280.00.
MOTIONED BY MILT PURVIS, SECONDED BY GUYLENE ROBERTSON, APPROVE.
VOTES NO: 0
VOTES YES: 5
VOTES RESULT: CARRIED
20. CONSIDER ANY/ALL NECESSARY ACTION REGARDING BID SUBMISSIONS FOR RE-BID 2026-01.02, 2026-02.02, 2026-03.02, AND 2026-04.02 FOR CRUDE OIL PRODUCTS ANNUAL BIDS.
MOTIONED BY JERRY CASSITY, SECONDED BY MILT PURVIS, TO RE-BID.
VOTES NO: 0
VOTES YES: 5
VOTES RESULT: CARRIED
21. CONSIDER APPROVAL OF REQUEST TO ADVERTISE FOR BID FOR THE CONSTRUCTION OF THE LAKE LIVINGSTON BUILDING GLO CONTRACT NO. 24-065-044-E536.
MOTIONED BY MARK DUBOSE, SECONDED BY MILT PURVIS, TO TABLE FOR FURTHER REVIEW.
VOTES NO: 0
VOTES YES: 5
VOTES RESULT: CARRIED
22. CONSIDER ANY AND ALL NECESSARY ACTION RELATED TO SHERIFF LYON'S REQUEST TO CANCEL THE CONTRACT WITH TEXAS DEPARTMENT OF PUBLIC SAFETY FOR THE CONSTRUCTION OF COMMERCIAL DRIVER LICENSE FACILITY.
MOTIONED BY MILT PURVIS, SECONDED BY GUYLENE ROBERTSON, APPROVAL TO CANCEL.
VOTES NO: 0
VOTES YES: 5
VOTES RESULT: CARRIED
23. CONSIDER ORDER AUTHORIZING THE SALE OF FIREWORKS DURING THE JUNETEENTH FIREWORKS PERIOD OF JUNE 14, 2026 THROUGH MIDNIGHT JUNE 19, 2026.
MOTIONED BY JERRY CASSITY, SECONDED BY MARK DUBOSE, APPROVAL OF ORDER.
VOTES NO: 0
VOTES YES: 5
VOTES RESULT: CARRIED
24. DISCUSS AND CONSIDER ANY AND ALL NECESSARY ACTION RELATED TO

VOLUNTARY LIFE INSURANCE COVERAGE FOR EMPLOYEES.
MOTIONED BY JERRY CASSITY, SECONDED BY MILT PURVIS, APPROVE TO
PROCEED WITH RENEWAL THROUGH HIGGINBOTHAM INSURANCE AND TO
REFUND EMPLOYEES THAT HAVE PAID FOR LIFE INSURANCE WITH TEXAS
ASSOCIATION OF COUNTIES (TAC) BUT WERE DENIED COVERAGE.

VOTES NO: 0

VOTES YES: 5

VOTES RESULT: CARRIED

25. DISCUSS AND CONSIDER TERMS TO BE INCLUDED IN A PROPOSED AGREEMENT
BETWEEN POLK COUNTY AND GOODRICH ISD FOR CAMPUS-RELATED LAW
ENFORCEMENT SERVICES.

THE COURT REVIEWED AND AGREED TO TERMS THAT SHOULD BE INCLUDED
IN THE REVISED PROPOSAL, TO BE DRAFTED BY ERIC MAGEE AND PRESENTED
FOR CONSIDERATION AT A LATER DATE.

26. DISCUSS FY2027 BUDGET DEVELOPMENT.

COURT MEMBERS RECEIVED A CURRENT WAGE SHEET DOCUMENTING
CURRENT POSITION, GROUP, STEP, PAY, CERTIFICATE PAY AND LONGEVITY
FOR ALL ELECTED OFFICIALS, EMPLOYEES AND VACANT POSITIONS.
TRUECOMP CONTINUES TO COMPILE THE DATA FOR THE COMPENSATION
ANALYSIS WHICH WILL BE USED TO DETERMINE APPROPRIATE CHANGES TO
THE PAY SCALE TO PRESENT AT A LATER DATE. THE GROUP HEALTH
RENEWAL PROPOSAL FROM TEXAS ASSOCIATION OF COUNTIES WAS
REVIEWED, WHICH INCREASES EMPLOYEE PREMIUMS FOR CURRENT
COVERAGE BY 13%.

Adjourn

MOTIONED BY MILT PURVIS, SECONDED BY JERRY CASSITY, ADJOURN AT 10:47A.M.

VOTES NO: 0

VOTES YES: 5

VOTES RESULT: CARRIED



SYDNEY MURPHY, COUNTY JUDGE

ATTEST



SCHELANA HOCK, COUNTY CLERK



Polk County, Texas

ORDER

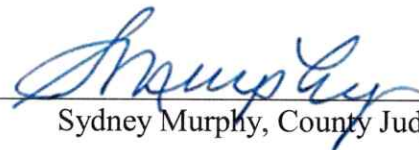
OF THE POLK COUNTY COMMISSIONERS COURT

Designating Surplus/Salvage Property and Disposition thereof

WHEREAS, in a regular meeting of the Polk County Commissioners Court held June 9, 2026 certain item/s as listed on Asset Management Forms attached hereto as Exhibit "A" were determined to be surplus/salvage property as defined by Local Government Code, Chapter 263 Subchapter D, Section 263.151;

THEREFORE, the aforementioned item/s listed on Exhibit "A" of this Order are hereby designated as Surplus/Salvage Property of the County and shall be disposed of in a Public Auction to be held online by the County's contracted auctioneer and administered by the County Auditor;

BE IT FURTHER ORDERED, that any or all of the property listed on Exhibit "A" of this Order may be destroyed as worthless if the County undertakes to sell that property (by public auction) and is unable to do so because no bids are made or the property is unclaimed by a successful bidder for a period of thirty (30) days following the close of the auction. In this instance, the Auditor shall properly note such disposition for each item so destroyed.



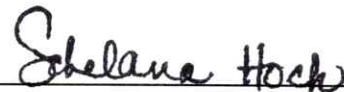
Sydney Murphy, County Judge

CERTIFICATE OF THE COUNTY CLERK

The undersigned, being the County Clerk of Polk County, Texas, does hereby certify that this ORDER was duly adopted by the Commissioners Court for Polk County on June 9, 2026.

IN WITNESS WHEREOF, I have affixed my signature and the official seal of the Polk County Commissioners Court.

(Seal)



Schelana Hock, County Clerk
Polk County, Texas

Polk County Asset Management Form

Type of Transaction (check one)

Transfer
Surplus/Salvage
Waste

X

Date of Transaction

5/29/26

Inventory Items

Description of Equipment	Serial Number
icom Radios	0501670
w/ Battery	0501611
MOTOROLA XTS 2500	407CGT2446
Radios w/ Battery	407CGV0234
	407CGV0256
MOTOROLA APX 4000	426CTX5189
Radio w/ Battery	

Transferring/Selling Dept.

Polk County Sheriff's Office

Dept. Head Signature

 802 A. LURJE

Receiving Department

Dept. Head Signature

DISPOSITION OF ASSET IF SURPLUSED OR SALVAGED:

Polk County Asset Management Form

Type of Transaction (check one)

Transfer
Surplus/Salvage
Waste

X

Date of Transaction

5/21/26

Inventory Items

Description of Equipment

Serial Number

Icom Radio

0501637

W/ Battery Pack

0501303

Motorolla ^{xPR} 3500e

867TVM4731

Transferring/Selling Dept.

Polk County Sheriff's Office

Dept. Head Signature

[Signature] 802 A LOWRSE

Receiving Department

Dept. Head Signature

DISPOSITION OF ASSET IF SURPLUSSED OR SALVAGED:

Polk County Asset Management Form

Type of Transaction (check one)

Transfer
Surplus/Salvage
Waste

X

Date of Transaction

5/21/26

Inventory Items

Description of Equipment	Serial Number
iCom Radio	0501634
W/ Battery Pack	0501816
	0501616
	0501794
	0501384
	0501383
	0501650
	0501388
	0501833

Transferring/Selling Dept.

Polk County Sheriff's Office

Dept. Head Signature

802 A LOWRDE

Receiving Department

Dept. Head Signature

DISPOSITION OF ASSET IF SURPLUSED OR SALVAGED:

Polk County Asset Management Form

Type of Transaction (check one)

Transfer
Surplus/Salvage
Waste

☐
☐
☒

Date of Transaction

5/21/26

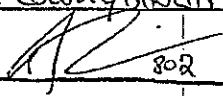
Inventory Items

Description of Equipment	Serial Number
icom Radio	0501633
W/ Battery Pack	0501387
	0501617
	0501612
	0501663
	0501668
	0501639
	0501390
	0501795

Transferring/Selling Dept.

Polk County Sheriff's Office

Dept. Head Signature

 802 ALWYDE

Receiving Department

Dept. Head Signature

DISPOSITION OF ASSET IF SURPLUSED OR SALVAGED:

Polk County Asset Management Form

Type of Transaction (check one)

Transfer
Surplus/Salvage
Waste

X

Date of Transaction

5/21/26

Inventory Items

Description of Equipment	Serial Number
icom Charger	6115647
	6115558
	6115648
	1101275
	6119826
	6115854

Transferring/Selling Dept.

Polk County Sheriff's Office

Dept. Head Signature

 A Lowry

Receiving Department

Dept. Head Signature

DISPOSITION OF ASSET IF SURPLUSED OR SALVAGED:

Polk County Asset Management Form

Type of Transaction (check one)

Transfer
Surplus/Salvage
Waste

X

Date of Transaction

5/21/26

Inventory Items

Description of Equipment

Serial Number

icom charger

6119827

6119834

5104064

6115645

6119683

6115479

6115650

6119821

6119838

Transferring/Selling Dept.

Polk County SHERIFFS OFFICE

Dept. Head Signature

302 A LOWRIE

Receiving Department

Dept. Head Signature

DISPOSITION OF ASSET IF SURPLUSED OR SALVAGED:

Polk County Asset Management Form

Type of Transaction (check one)

Transfer
Surplus/Salvage
Waste

X

Date of Transaction

5/20/2026

Inventory Items

Description of Equipment	Serial Number
2 office chairs	N/A

Transferring/Selling Dept.

PERMIT DEPARTMENT

Dept. Head Signature

Laura Reynolds

Receiving Department

MAINTENANCE

Dept. Head Signature

[Signature]

DISPOSITION OF ASSET IF SURPLUSED OR SALVAGED:

Polk County Asset Management Form

Type of Transaction (check one)

Transfer
Surplus/Salvage
Waste

X

Date of Transaction

5/20/2026

Inventory Items

Description of Equipment	Serial Number
HP COLOR PRINTER	VNB6J10901

Transferring/Selling Dept.

PERMIT DEPARTMENT

Dept. Head Signature

Laura Reynolds

Receiving Department

INFORMATION TECHNOLOGY

Dept. Head Signature

Casey Lawler

DISPOSITION OF ASSET IF SURPLUSED OR SALVAGED:

Polk County Asset Management Form

Type of Transaction (check one)

Transfer ☒
Surplus/Salvage ☐
Waste ☐

Date of Transaction

6/3/2026

Inventory
Items

Description of Equipment	Serial Number	Property Number
Scrap metal	See pictures 350-400 motor grader blades	
	metal culverts	

Transferring/Selling Dept.

Road & Bridge, Precinct 4

Dept. Head Signature

Receiving Department

Polk County Recycling

Dept. Head Signature

DISPOSITION OF ASSET IF SURPLUSED OR SALVAGED:

Copy to Transferring Dept., Receiving Dept., Maintenance Engineering and County Auditor





MAY 27, 2026 THROUGH JUNE 9, 2026

NO.	EMPLOYEE	DEPT	JOB DESCRIPTION	TYPE OF EMPLOYMENT	GROUP STEP & WAGE	ACTION TAKEN
(1)	KATRINA BRITTAIN	DISTRICT ATTORNEY	1127 TRIAL ASSOCIATE	REGULAR FULL-TIME	110/11 \$45,000.00	DISCRETIONARY INCREASE TO 110/13, \$49,893 EFFECTIVE 6/1/2026
(2)	ADRIANA JIMENEZ	DISTRICT ATTORNEY	1127 TRIAL ASSOCIATE	REGULAR FULL-TIME	110/8 \$42,901.00	DISCRETIONARY INCREASE TO 110/8, \$44,776 EFFECTIVE 6/1/2026
(3)	JACOB RYAN BAILEY	DISTRICT ATTORNEY	1120 LAW CLERK	REGULAR FULL-TIME	UNCLASSIFIED 38.50/HR	EMERGENCY NEW HIRE EFFECTIVE 6/1/2026
(4)	DYLAN ROSIER	JAIL	1055 CORRECTIONS OFFICER	REGULAR FULL-TIME	211/3 \$46,169.00	RESIGNATION/SEPARATION EFFECTIVE 5/23/2026
(5)	BOBBIE BEAN	JAIL	1055 CORRECTIONS OFFICER SUPERVISOR	REGULAR FULL-TIME	215.9 \$58,531.00	RESIGNATION/SEPARATION EFFECTIVE 6/3/2026
(6)	HOLLY COX	SHERIFF	1037 DEPUTY SHERIFF PATROL	REGULAR FULL-TIME	215/1 \$49,406.00	RESIGNATION EFFECTIVE 6/4/2026
(7)						
(8)						
(9)						
(10)						
(11)						
(12)						
(13)						
(14)						
(15)						
(16)						
(17)						
(18)						
(19)						
(20)						
(21)						
(22)						
(23)						

MAY 27, 2026 THROUGH JUNE 9, 2026

NO.	EMPLOYEE	DEPT	JOB DESCRIPTION	TYPE OF EMPLOYMENT	GROUP STEP & WAGE	ACTION TAKEN
(1)	MICHAEL AINSWORTH	INFORMATION TECHNOLOGIES	702 LEAD COMPUTER SPECIALIST	REGULAR FULL-TIME	116/7 \$56,691.00	RECLASSIFICATION OF JOB TO #703, 116/7, \$56,691 EFFECTIVE 6/1/2026
(2)	REBECCA BERNARD	HUMAN RESOURCES	902 SECRETARY I	LABOR POOL	107/1 16.42/HR	RESIGNATION EFFECTIVE 6/15/2026
(3)						
(4)						
(5)						
(6)						
(7)						
(8)						
(9)						
(10)						
(11)						
(12)						
(13)						
(14)						
(15)						
(16)						

POLK COUNTY, TEXAS

Classification and Pay Plan

Procedures for Classification and Pay Administration

Revised: June 2026

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STATEMENT OF PURPOSE

Purpose

The following Classification and Pay Plan has been formulated for Polk County in order to organize and facilitate fair and orderly decision making for personnel matters.

Specific objectives of the Classification and Pay Plan are to:

- Properly determine the duties, responsibilities, and necessary qualifications for each position within the county;
- Assist employees and job applicants in understanding each job and the relationships among jobs;
- Group similar positions into classes that can be described by the same job titles, organize these positions, and assign them to pay groups with other classes that should be compensated at approximately the same level;
- Provide an organized system of pay groups and steps to be used to (1) assure equity across departmental lines and (2) reward employees for exceptional performance with discretionary pay increases; and
- Establish procedures for administering and updating the plans.

INTRODUCTION

These procedures for Classification and Pay Administration apply to all employees of the county. They are adopted to provide both an orderly and fair system of compensating employees for their services and a merit-based framework for personnel decisions.

The county is committed to administering this plan in compliance with applicable federal and state employment laws, including the Fair Labor Standards Act (FLSA), the Americans with Disabilities Act (ADA), and all applicable equal employment opportunity requirements. Nothing in this plan shall be interpreted to conflict with those requirements.

DEFINITIONS

For the purpose of Classification and Pay Administration, the following definitions apply:

Position

An organizational slot (or job) consisting of a group of duties or responsibilities requiring the full-time or part-time employment of one person.

Class

A group of positions having similar duties and responsibilities that can be described by the same job title (e.g., Secretary).

Job Description (Class Description)

A written description of the duties, responsibilities, reporting relationships, and requirements for one class of positions.

Classification Plan

An organized inventory of classes of positions arranged in groupings under broad functional categories (e.g., administration, public safety, public works) and by level of difficulty within each class. It includes (1) the grouped listing of jobs by title and (2) the procedures for administering the plan.

Reclassification

A reassignment of a position to a different (lower, higher, or equivalent) class based on an evaluation of the current duties and responsibilities of the position. Such changes may be made necessary by reorganization of departments, assignment of new or changed duties, or changes in work procedures or technology.

Pay Plan

A document that assigns dollar values to each job class, groups classes into pay groups, arrays pay groups on a pay schedule showing salary and wage steps and ranges for each group, and sets forth procedures for administering the pay schedule.

TYPES OF POSITIONS

Classified Position

A classified position is an authorized and budgeted position which is assigned to a job class and to a pay group of the county pay plan. A classified position may be full-time, part-time, or seasonal.

Unclassified (Special) Position

An unclassified position is an authorized and budgeted position for which pay is set by individual determination. Unclassified positions for the county include: (1) elected county officials, (2) positions funded from non-county funds, and (3) those hourly, part-time, or seasonal positions which, in the judgment of the Commissioners Court, should not be placed in a regular classified position.

Temporary/Emergency Employees

Before a department head or elected official may hire a temporary or emergency employee, the department's budget must contain a line item authorized by the Commissioners Court for payment of temporary or emergency employees' salaries. There must also be sufficient funds available in that line item to cover the incoming employee's salary for the specified temporary period of employment. Under no circumstances will the county issue a paycheck to any temporary or emergency employee if all of these conditions are not met.

CLASSIFICATION AND PAY ADMINISTRATION

Hiring

New employees are hired into classified positions unless specifically designated as unclassified. New employees are normally hired at Step 1 of the pay group to which their position is assigned.

A new employee may not be hired above Step 1 in the appropriate pay group without specific written approval from the Commissioners Court. Commissioners Court approval to hire above Step 1 will be conditioned upon all of the following:

1. The prospective employee's unusually high qualifications or significant relevant experience clearly warrant higher compensation;
2. Hiring above Step 1 will not disrupt current internal salary relationships;
3. Funds are available in the county's personnel budget to finance the higher pay rate for the remainder of the fiscal year; and
4. The action is in the best interest of the county.

Hiring above Step 3 is extremely rare and requires the advance written approval of the Commissioners Court. Extraordinary justification is required.

Introductory Hiring in a Lower Pay Group

A new employee, or an existing employee being considered for promotion, whose qualifications or experience for the position are marginal, may be placed at a salary below Step 1 of the pay group for the position. An employee hired below Step 1 will be advanced to the proper step after a period of introductory employment not to exceed six months, if the employee is to remain in that position.

The department head, after consultation with the Commissioners Court, is authorized to extend the introductory period beyond six months for a period not to exceed an additional 90 days. Introductory hiring should not be used for current employees who meet all job qualifications, but only for those whose qualifications fall short of the job's stated requirements and who may take longer than normal to fully meet the job requirements.

Discretionary Increases

A discretionary increase is an advancement to a higher step within the same pay group and is granted at the supervisor's discretion. A discretionary increase cannot increase an employee's salary beyond the maximum step for the pay group of the position.

Discretionary increases are distinct from cost-of-living adjustments and are not used to recognize increased duties and responsibilities (see Promotion below). Discretionary increases are recommended by the employee's department head or elected official and approved by the Commissioners Court within authorized budget limits. Discretionary increases are limited to 2 steps per fiscal year unless specific approval is authorized by Commissioners Court.

Promotion

A promotion is a change in the duty assignment of an employee from a position in one classification to a higher position in another classification in a higher pay group. A promotion recognizes advancement to a position requiring higher qualifications and involving greater responsibility.

Promotions are recommended by the employee's department head or elected official and approved by the Commissioners Court within the staffing pattern and budget limits approved by the Court. A typical promotional increase is the greater of five percent (5%) or Step 1 of the new pay group. For exceptions involving marginally qualified employees, see the section on Introductory Hiring in a Lower Pay Group above.

Demotion

A demotion is a change in the duty assignment of an employee from a position in one classification to a position in another classification in a lower pay group. An employee who is demoted will have their pay reduced to a rate at least one pay step below the rate received prior to demotion. Demotions are made by the employee's department head or elected official with the concurrence of the Commissioners Court.

Reclassification of Positions

A reclassification is a reassignment of a position to a lower, higher, or different class based on the current duties and responsibilities of the position. Reclassifications are approved and implemented by the Commissioners Court within budget limitations. Reclassification of a position does not automatically result in a change in compensation;

any associated pay adjustment is determined by the Commissioners Court at the time of reclassification.

Reallocation of Classes to Pay Groups

Reallocation is the reassignment of an entire class of positions to a new pay group, either lower or higher. Reallocations are approved and implemented by the Commissioners Court within budget limitations.

Cost-of-Living Adjustment to Pay Schedule

Polk County maintains a pay schedule organized into pay groups, with each group containing a series of pay steps. Overall increases or decreases in the pay schedule are authorized only upon approval of the Commissioners' Court.

Cost-of-living adjustments (COLAs) to the pay schedule may be approved by the Commissioners' Court as either a percentage-based increase applied uniformly across all steps and groups, or a flat dollar amount added uniformly to all steps and groups. The method of adjustment is determined by the Commissioners' Court at the time of approval and will be specified in the authorized pay schedule.

Following any approved COLA, the HR Director will update the pay schedule to reflect the new rates and distribute the revised schedule to all department heads.

MAINTENANCE OF PAY PLANS

At least annually, the Human Resources Director in conjunction with the County Judge's Office will review the Classification and Pay Plans and may recommend changes to the Commissioners Court.

This review and, where appropriate, recommendations will include consideration of:

- Positions to be designated unclassified;
- Reclassification of positions to a lower, higher, or different class based on changes in the duties and responsibilities of the position;
- Reallocation of classes to new pay groups if changes in prevailing rates of pay for certain job classes have rendered the original pay group placement outdated;
- Percentage changes in the entire pay schedule to adjust pay rates to be competitive with other employers in the relevant labor market or to recognize changes in the cost of living; and
- The continuing validity and effectiveness of the procedures for Classification and Pay Administration.

DEVELOPMENT OF A JOB (CLASS) DESCRIPTION

It will become necessary to develop a new job description when:

- A new position is created;

- A current position is divided into two positions, or two positions are combined into one; or
- A job description no longer accurately reflects the actual responsibilities and duties of a position.

To develop a job description, the employee in the position (if applicable) and the supervising department head or elected official should document the job using the county's current standardized job description format. Where a new position has been created and no incumbent exists, the supervisor or department head should complete the description. The completed description should then be reviewed by the HR Director and the County Judge's Office before submission to the Commissioners Court.

Job descriptions must be submitted to and authorized by the Commissioners Court before recruitment procedures are initiated for any position not already listed in the department's approved budget. New positions created during the year should be included in a revised classification plan presented to the Commissioners Court by the HR Director and the County Judge's Office during the annual budget cycle.

All job descriptions shall include the following components in the county's approved format:

- Class Number, Pay Group, EEOC Category, and FLSA Status;
- Summary of Position;
- Organizational Relationships (reporting, supervising, and other contacts);
- Examples of Work, divided into Essential Duties and Other Important Duties;
- Required Knowledge, Skills, and Abilities;
- Acceptable Experience and Training;
- Certificates and Licenses Required; and
- Physical Requirements.

All job descriptions are subject to the Americans with Disabilities Act (ADA) notice: essential functions are identified as such for ADA compliance purposes, and descriptions do not take into account potential reasonable accommodations.

POLK COUNTY, TEXAS

Job Inventories

Revised: June 2026

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Alphabetical Inventory of Positions 1

Job (Class) Descriptions (In Class Numerical Order) 4

Polk County Inventory**By Alpha**

Class #	Job Title	Pay Group	FLSA Status	EEOC Category
1237	9-1-1 Addressing & GIS Coordinator	113	Non-exempt	Technician
1047	Administrative Assistant/Sheriff	113	Non-exempt	Administrative Support
1261	Aging Services Director	117	Exempt	First/Mid Level Official and Manager
1269	Aging Services Worker	107	Non-exempt	Service Worker
1030	Animal Control Officer	211	Non-exempt	Protective Service Worker
1263	Assistant Aging Services Director	115	Non-exempt	Service Worker
302	Assistant County Auditor I	Unclassified	Non-exempt	Administrative Support
303	Assistant County Auditor II	Unclassified	Non-exempt	Administrative Support
1132	Assistant Criminal District Attorney/Civil	Unclassified	Exempt	Professionals
1124	Assistant Criminal District Attorney/Felony	Unclassified	Exempt	Professionals
1122	Assistant Criminal District Attorney/Misdeme	Unclassified	Exempt	Professionals
1059	Assistant Jail Administrator (Lieutenant)	219	Non-exempt	Protective Service Worker
806	Assistant Maintenance Technician	108	Non-exempt	Service Worker
212	Assistant to Commissioners Court	115	Exempt	Administrative Support
1046	Assistant to the Commissioner	115	Exempt	Administrative Support
304	Assistant to the County Auditor	Unclassified	Exempt	Administrative Support
203	Assistant to the County Judge	118	Exempt	Administrative Support
1242	Assistant Veteran Service Officer	113	Non-exempt	Administrative Support
1125	Assistant Victim Assistance Coordinator	109	Non-exempt	Administrative Support
301	Auditor	Unclassified	Exempt	Professionals
1063	Bailiff	215	Non-exempt	Protective Service Worker
1062	Bailiff/District Court	Unclassified	Non-exempt	Protective Service Worker
1067	Bond Conditions Supervisor	114	Non-exempt	Administrative Support
107	Bookkeeper	114	Non-exempt	Administrative Support
1033	Captain	221	Exempt	Protective Service Worker
603	Chief Deputy - Treasurer	114	Non-exempt	Administrative Support
104	Chief Deputy Clerk	114	Non-exempt	Administrative Support
1032	Chief Deputy Sheriff	222	Exempt	First/Mid Level Official and Manager
1113	Chief Investigator	219	Exempt	Protective Service Worker
1129	Chief Prosecutor	Unclassified	Exempt	Professionals
1048	CID/Evidence Officer	217	Non-exempt	Protective Service Worker
211	Commissioner	Unclassified	Not Covered	Executive/Senior Level Official
1045	Computer Records Specialist	112	Non-exempt	Administrative Support
703	Computer Specialist	116	Non-exempt	Professionals
1001	Constable	Unclassified	Not Covered	Executive/Senior Level Official
1265	Cook	105	Non-exempt	Service Worker
1057	Corporal	213	Non-exempt	Protective Service Worker
1041	Corporal (FTO)	216	Non-exempt	Protective Service Worker
1055	Corrections Officer	211	Non-exempt	Protective Service Worker
1053	Corrections Officer / Shift Supervisor	215	Non-exempt	Protective Service Worker
501	County Clerk	Unclassified	Not Covered	Executive/Senior Level Official
1101	County Court-at-Law Judge	Unclassified	Not Covered	Executive/Senior Level Official
912	County Fire Marshal/Chief Investigator	117	Non-exempt	Protective Service Worker
911	County Fire Marshal/Fire Investigator	117	Non-exempt	Protective Service Worker
201	County Judge	Unclassified	Not Covered	Executive/Senior Level Official
601	County Treasurer	Unclassified	Not Covered	Executive/Senior Level Official

106	Court Clerk	110	Non-exempt	Administrative Support
1103	Court Coordinator	116	Exempt	Administrative Support
1106	Court Recorder	Unclassified	Non-exempt	Administrative Support
1105	Court Reporter	119	Non-exempt	Administrative Support
1064	Crime Victims Liaison	109	Non-exempt	Administrative Support
1121	Criminal District Attorney	Unclassified	Not Covered	Executive/Senior Level Official
1123	Criminal Investigator	217	Non-exempt	Protective Service Worker
801	Custodial Coordinator	110	Non-exempt	Service Worker
803	Custodial/Maintenance Worker	106	Non-exempt	Service Worker
404	Delinquent Tax Specialist	117	Exempt	First/Mid Level Official and Manager
105	Deputy Clerk	108	Non-exempt	Administrative Support
1233	Deputy Emergency Management Coordinator	116	Exempt	Professionals
1037	Deputy Sheriff (Patrol)	215	Non-exempt	Protective Service Worker
1038	Deputy Sheriff (Transport)	215	Non-exempt	Protective Service Worker
1023	Deputy Sheriff Cadet (Patrol)	211	Non-exempt	Protective Service Worker
1035	Detective	216	Non-exempt	Protective Service Worker
1034	Detective and Crime Stoppers Coordinator	216	Non-exempt	Protective Service Worker
214	Director of Grants, Contracts & Procurement	117	Exempt	First/Mid Level Official and Manager
1131	District Clerk	Unclassified	Not Covered	Executive/Senior Level Official
1231	Emergency Management Coordinator	117	Exempt	First/Mid Level Official and Manager
1230	Emergency Management Director	121	Exempt	First/Mid Level Official and Manager
910	Environmental Enforcement Officer	115	Non-exempt	Protective Service Worker
112	Equipment Mechanic	113	Non-exempt	Craft Workers
1060	Evidence / Procurement Manager	112	Non-exempt	Protective Service Worker
1128	First Assistant District Attorney	Unclassified	Exempt	Professionals
115	Foreman I - Road & Bridge	117	Non-exempt	Operative
110	Foreman II - Road & Bridge	120	Non-exempt	Operative
204	Grant and Contract Coordinator	117	Exempt	Administrative Support
1264	Head Cook	108	Non-exempt	Service Worker
108	Heavy Equipment Operator	112	Non-exempt	Operative
206	Human Resources Analyst	112	Non-exempt	Administrative Support
205	Human Resources Director	117	Exempt	First/Mid Level Official and Manager
1066	Indigent Defense Coordinator	112	Non-exempt	Administrative Support
1271	Indigent Health Care Director	117	Exempt	First/Mid Level Official and Manager
215	Inmate Work Supervisor	214	Non-exempt	Protective Service Worker
305	Internal Auditor	Unclassified	Non-exempt	Administrative Support
701	IT and Systems Administrator	120	Exempt	Professionals
710	IT Director	120	Exempt	Professionals
1051	Jail Administrator	221	Non-exempt	Protective Service Worker
1145	JP Chief Court Clerk	114	Non-exempt	Administrative Support
1104	Judicial Programs Coordinator	112	Non-exempt	Administrative Support
1141	Justice of the Peace	Unclassified	Not Covered	Executive/Senior Level Official
1029	Kennel Attendant	211	Non-exempt	Protective Service Worker
1266	Kitchen Helper	105	Non-exempt	Service Worker
114	Laborer	107	Non-exempt	Laborers and Helpers
1120	Law Clerk	Unclassified	Exempt	Professionals
702	Lead Computer Specialist	116	Non-exempt	Professionals
405	Legal Assistant/File Manager	115	Non-exempt	Administrative Support
1126	Legal Secretary	110	Non-exempt	Administrative Support

1058	Licensed Vocational Nurse - Jail Nurse	216	Non-exempt	Technician
1039	Lieutenant	219	Exempt	Protective Service Worker
109	Light Equipment Operator	110	Non-exempt	Operative
800	Maintenance Supervisor	120	Exempt	First/Mid Level Official and Manager
805	Maintenance Technician	113	Non-exempt	Service Worker
802	Maintenance Technician - Lead	114	Non-exempt	Service Worker
1054	Medical Assistant	214	Non-exempt	Technician
1282	Museum Curator	114	Non-exempt	Professionals
902	Office Manager	112	Non-exempt	Administrative Support
1235	Permit Coordinator	112	Non-exempt	Administrative Support
1232	Permit/Inspection Supervisor	115	Exempt	First/Mid Level Official and Manager
1065	Pre-Trial Services Coordinator	110	Non-exempt	Administrative Support
503	Probate Court	108	Non-exempt	Administrative Support
306	Procurement Coordinator	114	Non-exempt	Administrative Support
1236	Project Liaison	114	Non-exempt	Administrative Support
1201	Public Records Officer	117	Exempt	Administrative Support
101	Receptionist	105	Non-exempt	Administrative Support
113	Road & Bridge Maintenance Worker	107	Non-exempt	Laborers and Helpers
1050	School Resource Officer	215	Non-exempt	Protective Service Worker
102	Secretary I	107	Non-exempt	Administrative Support
103	Secretary II	109	Non-exempt	Administrative Support
1061	Senior Bailiff	217	Non-exempt	Protective Service Worker
1117	Senior Trial Associate	117	Exempt	Professionals
1036	Sergeant	217	Non-exempt	Protective Service Worker
1031	Sheriff	Unclassified	Not Covered	Executive/Senior Level Official
1262	Site Manager (Aging Services)	113	Non-exempt	Service Worker
1270	Social Services Director		Exempt	First/Mid Level Official and Manager
1040	Special Project Officer	215	Non-exempt	Protective Service Worker
1052	Special Victim Liaison	115	Non-exempt	Administrative Support
401	Tax Assessor-Collector	Unclassified	Not Covered	Executive/Senior Level Official
1044	Telecommunications Assistant Supervisor	112	Non-exempt	Administrative Support
1043	Telecommunications Operator	111	Non-exempt	Administrative Support
1042	Telecommunications Supervisor	114	Non-exempt	Administrative Support
1127	Trial Associate	110	Non-exempt	Professionals
905	Truck Driver	108	Non-exempt	Service Worker
1243	Veteran's Intake Specialist	107	Non-exempt	Administrative Support
1241	Veteran's Service Officer	115	Exempt	First/Mid Level Official and Manager
1130	Victim Assistance Coordinator	112	Non-exempt	Administrative Support
1049	Warrant Clerk	111	Non-exempt	Administrative Support
1056	Warrant Officer	215	Non-exempt	Protective Service Worker

Polk County Inventory

By Job (Class) Description

Class #	Job Title	Pay Group	FLSA Status	EEOC Category
101	Receptionist	105	Non-exempt	Administrative Support
102	Secretary I	107	Non-exempt	Administrative Support
103	Secretary II	109	Non-exempt	Administrative Support
104	Chief Deputy Clerk	114	Non-exempt	Administrative Support
105	Deputy Clerk	108	Non-exempt	Administrative Support
106	Court Clerk	110	Non-exempt	Administrative Support
107	Bookkeeper	114	Non-exempt	Administrative Support
108	Heavy Equipment Operator	112	Non-exempt	Operative
109	Light Equipment Operator	110	Non-exempt	Operative
110	Foreman II - Road & Bridge	120	Non-exempt	Operative
112	Equipment Mechanic	113	Non-exempt	Craft Workers
113	Road & Bridge Maintenance Worker	107	Non-exempt	Laborers and Helpers
114	Laborer	107	Non-exempt	Laborers and Helpers
115	Foreman I - Road & Bridge	117	Non-exempt	Operative
201	County Judge	Unclassified	Not Covered	Executive/Senior Level Official
203	Assistant to the County Judge	118	Exempt	Administrative Support
204	Grant and Contract Coordinator	117	Exempt	Administrative Support
205	Human Resources Director	117	Exempt	First/Mid Level Official and Manager
206	Human Resources Analyst	112	Non-exempt	Administrative Support
211	Commissioner	Unclassified	Not Covered	Executive/Senior Level Official
212	Assistant to Commissioners Court	115	Exempt	Administrative Support
214	Director of Grants, Contracts & Procurement	117	Exempt	First/Mid Level Official and Manager
215	Inmate Work Supervisor	214	Non-exempt	Protective Service Worker
301	Auditor	Unclassified	Exempt	Professionals
302	Assistant County Auditor I	Unclassified	Non-exempt	Administrative Support
303	Assistant County Auditor II	Unclassified	Non-exempt	Administrative Support
304	Assistant to the County Auditor	Unclassified	Exempt	Administrative Support
305	Internal Auditor	Unclassified	Non-exempt	Administrative Support
306	Procurement Coordinator	114	Non-exempt	Administrative Support
401	Tax Assessor-Collector	Unclassified	Not Covered	Executive/Senior Level Official
404	Delinquent Tax Specialist	117	Exempt	First/Mid Level Official and Manager
405	Legal Assistant/File Manager	115	Non-exempt	Administrative Support
501	County Clerk	Unclassified	Not Covered	Executive/Senior Level Official
503	Probate Court	108	Non-exempt	Administrative Support
601	County Treasurer	Unclassified	Not Covered	Executive/Senior Level Official
603	Chief Deputy - Treasurer	114	Non-exempt	Administrative Support
701	IT and Systems Administrator	120	Exempt	Professionals
702	Lead Computer Specialist	116	Non-exempt	Professionals
703	Computer Specialist	116	Non-exempt	Professionals
710	IT Director	120	Exempt	Professionals
800	Maintenance Supervisor	120	Exempt	First/Mid Level Official and Manager
801	Custodial Coordinator	110	Non-exempt	Service Worker
802	Maintenance Technician - Lead	114	Non-exempt	Service Worker
803	Custodial/Maintenance Worker	106	Non-exempt	Service Worker
805	Maintenance Technician	113	Non-exempt	Service Worker
806	Assistant Maintenance Technician	108	Non-exempt	Service Worker

902	Office Manager	112	Non-exempt	Administrative Support
905	Truck Driver	108	Non-exempt	Service Worker
910	Environmental Enforcement Officer	115	Non-exempt	Protective Service Worker
911	County Fire Marshal/Fire Investigator	117	Non-exempt	Protective Service Worker
912	County Fire Marshal/Chief Investigator	117	Non-exempt	Protective Service Worker
1001	Constable	Unclassified	Not Covered	Executive/Senior Level Official
1023	Deputy Sheriff Cadet (Patrol)	211	Non-exempt	Protective Service Worker
1029	Kennel Attendant	211	Non-exempt	Protective Service Worker
1030	Animal Control Officer	211	Non-exempt	Protective Service Worker
1031	Sheriff	Unclassified	Not Covered	Executive/Senior Level Official
1032	Chief Deputy Sheriff	222	Exempt	First/Mid Level Official and Manager
1033	Captain	221	Exempt	Protective Service Worker
1034	Detective and Crime Stoppers Coordinator	216	Non-exempt	Protective Service Worker
1035	Detective	216	Non-exempt	Protective Service Worker
1036	Sergeant	217	Non-exempt	Protective Service Worker
1037	Deputy Sheriff (Patrol)	215	Non-exempt	Protective Service Worker
1038	Deputy Sheriff (Transport)	215	Non-exempt	Protective Service Worker
1039	Lieutenant	219	Exempt	Protective Service Worker
1040	Special Project Officer	215	Non-exempt	Protective Service Worker
1041	Corporal (FTO)	216	Non-exempt	Protective Service Worker
1042	Telecommunications Supervisor	114	Non-exempt	Administrative Support
1043	Telecommunications Operator	111	Non-exempt	Administrative Support
1044	Telecommunications Assistant Supervisor	112	Non-exempt	Administrative Support
1045	Computer Records Specialist	112	Non-exempt	Administrative Support
1046	Assistant to the Commissioner	115	Exempt	Administrative Support
1047	Administrative Assistant/Sheriff	113	Non-exempt	Administrative Support
1048	CID/Evidence Officer	217	Non-exempt	Protective Service Worker
1049	Warrant Clerk	111	Non-exempt	Administrative Support
1050	School Resource Officer	215	Non-exempt	Protective Service Worker
1051	Jail Administrator	221	Non-exempt	Protective Service Worker
1052	Special Victim Liaison	115	Non-exempt	Administrative Support
1053	Corrections Officer / Shift Supervisor	215	Non-exempt	Protective Service Worker
1054	Medical Assistant	214	Non-exempt	Technician
1055	Corrections Officer	211	Non-exempt	Protective Service Worker
1056	Warrant Officer	215	Non-exempt	Protective Service Worker
1057	Corporal	213	Non-exempt	Protective Service Worker
1058	Licensed Vocational Nurse - Jail Nurse	216	Non-exempt	Technician
1059	Assistant Jail Administrator (Lieutenant)	219	Non-exempt	Protective Service Worker
1060	Evidence / Procurement Manager	112	Non-exempt	Protective Service Worker
1061	Senior Bailiff	217	Non-exempt	Protective Service Worker
1062	Bailiff/District Court	Unclassified	Non-exempt	Protective Service Worker
1063	Bailiff	215	Non-exempt	Protective Service Worker
1064	Crime Victims Liaison	109	Non-exempt	Administrative Support
1065	Pre-Trial Services Coordinator	110	Non-exempt	Administrative Support
1066	Indigent Defense Coordinator	112	Non-exempt	Administrative Support
1067	Bond Conditions Supervisor	114	Non-exempt	Administrative Support
1101	County Court-at-Law Judge	Unclassified	Not Covered	Executive/Senior Level Official
1103	Court Coordinator	116	Exempt	Administrative Support
1104	Judicial Programs Coordinator	112	Non-exempt	Administrative Support

1105	Court Reporter	119	Non-exempt	Administrative Support
1106	Court Recorder	Unclassified	Non-exempt	Administrative Support
1113	Chief Investigator	219	Exempt	Protective Service Worker
1117	Senior Trial Associate	117	Exempt	Professionals
1120	Law Clerk	Unclassified	Exempt	Professionals
1121	Criminal District Attorney	Unclassified	Not Covered	Executive/Senior Level Official
1122	Assistant Criminal District Attorney/Misdemeanor	Unclassified	Exempt	Professionals
1123	Criminal Investigator	217	Non-exempt	Protective Service Worker
1124	Assistant Criminal District Attorney/Felony	Unclassified	Exempt	Professionals
1125	Assistant Victim Assistance Coordinator	109	Non-exempt	Administrative Support
1126	Legal Secretary	110	Non-exempt	Administrative Support
1127	Trial Associate	110	Non-exempt	Professionals
1128	First Assistant District Attorney	Unclassified	Exempt	Professionals
1129	Chief Prosecutor	Unclassified	Exempt	Professionals
1130	Victim Assistance Coordinator	112	Non-exempt	Administrative Support
1131	District Clerk	Unclassified	Not Covered	Executive/Senior Level Official
1132	Assistant Criminal District Attorney/Civil	Unclassified	Exempt	Professionals
1141	Justice of the Peace	Unclassified	Not Covered	Executive/Senior Level Official
1145	JP Chief Court Clerk	114	Non-exempt	Administrative Support
1201	Public Records Officer	117	Exempt	Professionals
1230	Emergency Management Director	121	Exempt	First/Mid Level Official and Manager
1231	Emergency Management Coordinator	117	Exempt	First/Mid Level Official and Manager
1232	Permit/Inspection Supervisor	115	Exempt	First/Mid Level Official and Manager
1233	Deputy Emergency Management Coordinator	116	Exempt	Professionals
1235	Permit Coordinator	112	Non-exempt	Administrative Support
1236	Project Liaison	114	Non-exempt	Administrative Support
1237	9-1-1 Addressing & GIS Coordinator	113	Non-exempt	Technician
1241	Veteran's Service Officer	115	Exempt	First/Mid Level Official and Manager
1242	Assistant Veteran Service Officer	113	Non-exempt	Administrative Support
1243	Veteran's Intake Specialist	107	Non-exempt	Administrative Support
1261	Aging Services Director	117	Exempt	First/Mid Level Official and Manager
1262	Site Manager (Aging Services)	113	Non-exempt	Service Worker
1263	Assistant Aging Services Director	115	Non-exempt	Service Worker
1264	Head Cook	108	Non-exempt	Service Worker
1265	Cook	105	Non-exempt	Service Worker
1266	Kitchen Helper	105	Non-exempt	Service Worker
1269	Aging Services Worker	107	Non-exempt	Service Worker
1270	Social Services Director		Exempt	First/Mid Level Official and Manager
1271	Indigent Health Care Director	117	Exempt	First/Mid Level Official and Manager
1282	Museum Curator	114	Non-exempt	Professionals

POLK COUNTY, TEXAS

Pay Schedule

Revised: August 2025

Pay Scale - Annual Salary

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16
105	\$31,543	\$32,184	\$32,841	\$33,514	\$34,204	\$34,913	\$35,638	\$36,382	\$37,144	\$37,926	\$38,727	\$39,549	\$40,391	\$41,254	\$42,139	\$43,046
106	\$32,820	\$33,493	\$34,183	\$34,890	\$35,615	\$36,358	\$37,120	\$37,901	\$38,702	\$39,523	\$40,364	\$41,227	\$42,111	\$43,018	\$43,947	\$44,899
107	\$34,161	\$34,868	\$35,592	\$36,335	\$37,096	\$37,876	\$38,676	\$39,496	\$40,337	\$41,199	\$42,082	\$42,988	\$43,917	\$44,868	\$45,844	\$46,844
108	\$35,569	\$36,311	\$37,072	\$37,851	\$38,651	\$39,470	\$40,310	\$41,171	\$42,054	\$42,959	\$43,887	\$44,838	\$45,812	\$46,812	\$47,836	\$48,886
109	\$37,047	\$37,826	\$38,625	\$39,444	\$40,283	\$41,144	\$42,025	\$42,930	\$43,856	\$44,807	\$45,781	\$46,780	\$47,803	\$48,852	\$49,928	\$51,031
110	\$38,600	\$39,418	\$40,256	\$41,116	\$41,997	\$42,901	\$43,827	\$44,776	\$45,749	\$46,747	\$47,770	\$48,818	\$49,893	\$50,995	\$52,124	\$53,282
111	\$40,230	\$41,089	\$41,969	\$42,872	\$43,797	\$44,746	\$45,718	\$46,715	\$47,737	\$48,785	\$49,859	\$50,960	\$52,088	\$53,245	\$54,431	\$55,647
112	\$41,941	\$42,843	\$43,768	\$44,715	\$45,687	\$46,683	\$47,704	\$48,751	\$49,823	\$50,924	\$52,052	\$53,207	\$54,392	\$55,607	\$56,852	\$58,129
113	\$43,738	\$44,685	\$45,656	\$46,651	\$47,671	\$48,717	\$49,789	\$50,888	\$52,015	\$53,170	\$54,354	\$55,568	\$56,812	\$58,087	\$59,395	\$60,735
114	\$45,625	\$46,620	\$47,639	\$48,684	\$49,755	\$50,853	\$51,979	\$53,132	\$54,315	\$55,528	\$56,771	\$58,046	\$59,352	\$60,691	\$62,064	\$63,471
115	\$47,606	\$48,650	\$49,721	\$50,818	\$51,943	\$53,096	\$54,278	\$55,489	\$56,731	\$58,005	\$59,310	\$60,648	\$62,020	\$63,426	\$64,868	\$66,345
116	\$49,687	\$50,783	\$51,907	\$53,059	\$54,240	\$55,450	\$56,691	\$57,964	\$59,268	\$60,605	\$61,976	\$63,381	\$64,821	\$66,297	\$67,811	\$69,362
117	\$51,871	\$53,022	\$54,202	\$55,412	\$56,652	\$57,923	\$59,226	\$60,562	\$61,931	\$63,335	\$64,774	\$66,249	\$67,762	\$69,312	\$70,901	\$72,530
118	\$54,165	\$55,373	\$56,612	\$57,882	\$59,184	\$60,519	\$61,887	\$63,290	\$64,728	\$66,202	\$67,713	\$69,262	\$70,850	\$72,478	\$74,146	\$75,857
119	\$56,573	\$57,842	\$59,143	\$60,477	\$61,844	\$63,245	\$64,682	\$66,154	\$67,664	\$69,212	\$70,799	\$72,425	\$74,092	\$75,801	\$77,553	\$79,349
120	\$59,101	\$60,434	\$61,800	\$63,200	\$64,636	\$66,107	\$67,616	\$69,162	\$70,747	\$72,373	\$74,039	\$75,747	\$77,497	\$79,292	\$81,132	\$83,017
121	\$61,757	\$63,156	\$64,590	\$66,060	\$67,568	\$69,113	\$70,697	\$72,320	\$73,984	\$75,692	\$77,441	\$79,234	\$81,073	\$82,957	\$84,889	\$86,869
122	\$64,544	\$66,014	\$67,520	\$69,063	\$70,646	\$72,268	\$73,931	\$75,636	\$77,384	\$79,176	\$81,013	\$82,896	\$84,826	\$86,804	\$88,832	\$90,911
211	\$44,430	\$45,289	\$46,169	\$47,072	\$47,997	\$48,946	\$49,918	\$50,915	\$51,937	\$52,985	\$54,059	\$55,160	\$56,288	\$57,445	\$58,631	\$59,847
213	\$45,538	\$46,485	\$47,456	\$48,451	\$49,471	\$50,517	\$51,589	\$52,688	\$53,815	\$54,970	\$56,154	\$57,368	\$58,612	\$59,887	\$61,195	\$62,535
214	\$47,425	\$48,420	\$49,439	\$50,484	\$51,555	\$52,653	\$53,779	\$54,932	\$56,115	\$57,328	\$58,571	\$59,846	\$61,152	\$62,491	\$63,864	\$65,271
215	\$49,406	\$50,450	\$51,521	\$52,618	\$53,743	\$54,896	\$56,078	\$57,289	\$58,531	\$59,805	\$61,110	\$62,448	\$63,820	\$65,226	\$66,668	\$68,145
216	\$51,487	\$52,583	\$53,707	\$54,859	\$56,040	\$57,250	\$58,491	\$59,764	\$61,068	\$62,405	\$63,776	\$65,181	\$66,621	\$68,097	\$69,611	\$71,162
217	\$53,671	\$54,822	\$56,002	\$57,212	\$58,452	\$59,723	\$61,026	\$62,362	\$63,731	\$65,135	\$66,574	\$68,049	\$69,562	\$71,112	\$72,701	\$74,330
219	\$58,373	\$59,642	\$60,943	\$62,277	\$63,644	\$65,045	\$66,482	\$67,954	\$69,464	\$71,012	\$72,599	\$74,225	\$75,892	\$77,601	\$79,353	\$81,149
221	\$63,557	\$64,956	\$66,390	\$67,860	\$69,368	\$70,913	\$72,497	\$74,120	\$75,784	\$77,492	\$79,241	\$81,034	\$82,873	\$84,757	\$86,689	\$88,669
222	\$66,344	\$67,814	\$69,320	\$70,863	\$72,446	\$74,068	\$75,731	\$77,436	\$79,184	\$80,976	\$82,813	\$84,696	\$86,626	\$88,604	\$90,632	\$92,711

Pay Scale - Hourly Rates

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16
105	\$15.16	\$15.47	\$15.79	\$16.11	\$16.44	\$16.79	\$17.13	\$17.49	\$17.86	\$18.23	\$18.62	\$19.01	\$19.42	\$19.83	\$20.26	\$20.70
106	\$15.78	\$16.10	\$16.43	\$16.77	\$17.12	\$17.48	\$17.85	\$18.22	\$18.61	\$19.00	\$19.41	\$19.82	\$20.25	\$20.68	\$21.13	\$21.59
107	\$16.42	\$16.76	\$17.11	\$17.47	\$17.83	\$18.21	\$18.59	\$18.99	\$19.39	\$19.81	\$20.23	\$20.67	\$21.11	\$21.57	\$22.04	\$22.52
108	\$17.10	\$17.46	\$17.82	\$18.20	\$18.58	\$18.98	\$19.38	\$19.79	\$20.22	\$20.65	\$21.10	\$21.56	\$22.03	\$22.51	\$23.00	\$23.50
109	\$17.81	\$18.19	\$18.57	\$18.96	\$19.37	\$19.78	\$20.20	\$20.64	\$21.08	\$21.54	\$22.01	\$22.49	\$22.98	\$23.49	\$24.00	\$24.53
110	\$18.56	\$18.95	\$19.35	\$19.77	\$20.19	\$20.63	\$21.07	\$21.53	\$21.99	\$22.47	\$22.97	\$23.47	\$23.99	\$24.52	\$25.06	\$25.62
111	\$19.34	\$19.75	\$20.18	\$20.61	\$21.06	\$21.51	\$21.98	\$22.46	\$22.95	\$23.45	\$23.97	\$24.50	\$25.04	\$25.60	\$26.17	\$26.75
112	\$20.16	\$20.60	\$21.04	\$21.50	\$21.96	\$22.44	\$22.93	\$23.44	\$23.95	\$24.48	\$25.03	\$25.58	\$26.15	\$26.73	\$27.33	\$27.95
113	\$21.03	\$21.48	\$21.95	\$22.43	\$22.92	\$23.42	\$23.94	\$24.47	\$25.01	\$25.56	\$26.13	\$26.72	\$27.31	\$27.93	\$28.56	\$29.20
114	\$21.94	\$22.41	\$22.90	\$23.41	\$23.92	\$24.45	\$24.99	\$25.54	\$26.11	\$26.70	\$27.29	\$27.91	\$28.53	\$29.18	\$29.84	\$30.51
115	\$22.89	\$23.39	\$23.90	\$24.43	\$24.97	\$25.53	\$26.10	\$26.68	\$27.27	\$27.89	\$28.51	\$29.16	\$29.82	\$30.49	\$31.19	\$31.90
116	\$23.89	\$24.41	\$24.96	\$25.51	\$26.08	\$26.66	\$27.26	\$27.87	\$28.49	\$29.14	\$29.80	\$30.47	\$31.16	\$31.87	\$32.60	\$33.35
117	\$24.94	\$25.49	\$26.06	\$26.64	\$27.24	\$27.85	\$28.47	\$29.12	\$29.77	\$30.45	\$31.14	\$31.85	\$32.58	\$33.32	\$34.09	\$34.87
118	\$26.04	\$26.62	\$27.22	\$27.83	\$28.45	\$29.10	\$29.75	\$30.43	\$31.12	\$31.83	\$32.55	\$33.30	\$34.06	\$34.85	\$35.65	\$36.47
119	\$27.20	\$27.81	\$28.43	\$29.08	\$29.73	\$30.41	\$31.10	\$31.80	\$32.53	\$33.28	\$34.04	\$34.82	\$35.62	\$36.44	\$37.29	\$38.15
120	\$28.41	\$29.05	\$29.71	\$30.38	\$31.08	\$31.78	\$32.51	\$33.25	\$34.01	\$34.79	\$35.60	\$36.42	\$37.26	\$38.12	\$39.01	\$39.91
121	\$29.69	\$30.36	\$31.05	\$31.76	\$32.48	\$33.23	\$33.99	\$34.77	\$35.57	\$36.39	\$37.23	\$38.09	\$38.98	\$39.88	\$40.81	\$41.76
122	\$31.03	\$31.74	\$32.46	\$33.20	\$33.96	\$34.74	\$35.54	\$36.36	\$37.20	\$38.07	\$38.95	\$39.85	\$40.78	\$41.73	\$42.71	\$43.71
211	\$21.36	\$21.77	\$22.20	\$22.63	\$23.08	\$23.53	\$24.00	\$24.48	\$24.97	\$25.47	\$25.99	\$26.52	\$27.06	\$27.62	\$28.19	\$28.77
213	\$21.89	\$22.35	\$22.82	\$23.29	\$23.78	\$24.29	\$24.80	\$25.33	\$25.87	\$26.43	\$27.00	\$27.58	\$28.18	\$28.79	\$29.42	\$30.06
214	\$22.80	\$23.28	\$23.77	\$24.27	\$24.79	\$25.31	\$25.86	\$26.41	\$26.98	\$27.56	\$28.16	\$28.77	\$29.40	\$30.04	\$30.70	\$31.38
215	\$23.75	\$24.25	\$24.77	\$25.30	\$25.84	\$26.39	\$26.96	\$27.54	\$28.14	\$28.75	\$29.38	\$30.02	\$30.68	\$31.36	\$32.05	\$32.76
216	\$24.75	\$25.28	\$25.82	\$26.37	\$26.94	\$27.52	\$28.12	\$28.73	\$29.36	\$30.00	\$30.66	\$31.34	\$32.03	\$32.74	\$33.47	\$34.21
217	\$25.80	\$26.36	\$26.92	\$27.51	\$28.10	\$28.71	\$29.34	\$29.98	\$30.64	\$31.31	\$32.01	\$32.72	\$33.44	\$34.19	\$34.95	\$35.74
219	\$28.06	\$28.67	\$29.30	\$29.94	\$30.60	\$31.27	\$31.96	\$32.67	\$33.40	\$34.14	\$34.90	\$35.69	\$36.49	\$37.31	\$38.15	\$39.01
221	\$30.56	\$31.23	\$31.92	\$32.63	\$33.35	\$34.09	\$34.85	\$35.63	\$36.43	\$37.26	\$38.10	\$38.96	\$39.84	\$40.75	\$41.68	\$42.63
222	\$31.90	\$32.60	\$33.33	\$34.07	\$34.83	\$35.61	\$36.41	\$37.23	\$38.07	\$38.93	\$39.81	\$40.72	\$41.65	\$42.60	\$43.57	\$44.57

POLK COUNTY, TEXAS

Job Descriptions

Information, Listings, and Other Materials Relating to Job Descriptions

Revised: June 2026

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EXPLANATION OF SECTION HEADINGS WITHIN EACH JOB DESCRIPTION

Job Description. Title assigned to the position. Some position titles (e.g., Secretary, Clerk) may appear across various departments.

Class No. Number assigned to each position according to the program or area in which that position first appears, as reflected in the Inventory of Job Classes by Department. Gaps in the numbering system are reserved for adding future job titles that would logically be placed between existing job titles.

Pay Group. The pay group number on the county pay schedule to which this position is assigned.

EEOC Category. The occupational category used by the U.S. Equal Employment Opportunity Commission for required reports from local governments. See the EEOC Descriptions of Job Categories section of this document for definitions of each category.

FLSA. Establishes whether the position is subject to (Non-exempt) or not subject to (Exempt) the wage and hour provisions of the Fair Labor Standards Act. Law enforcement positions subject to the partial overtime exemption are designated Non-exempt (FLSA § 207(k)). See the FLSA Definitions of Exempt Employees section of this document for guidelines on exempt status.

Summary of Position. A brief general statement of the duties involved in performing the job. This section is also used in posting notices of job vacancies.

Organizational Relationships. Clearly defines to whom a person in this position reports for supervision and lists job titles of any employees supervised by a person holding this position. The “Other” subsection describes relationships or contacts with individuals, groups, organizations, and associations outside the county’s own workforce.

Examples of Work. Representative examples of the kinds of tasks involved in performing the job, divided into Essential Duties and Other Important Duties. Essential Duties are identified as such for purposes of compliance with the Americans with Disabilities Act (ADA). This section does not include a listing of every task that might be expected; therefore, the last example in Other Important Duties is always, “Performs such other duties as may be assigned.”

Required Knowledge, Skills, and Abilities. Lists the technical, practical, general, or specific knowledge, skills, and abilities considered necessary to perform the duties and responsibilities of the job in a satisfactory manner. This section is important for posting job vacancies, reviewing applications and interviewing applicants, and for employee performance planning and evaluation to identify areas where additional development may be needed.

Acceptable Experience and Training. A statement of the minimum level of work experience and formal educational training required to perform the job satisfactorily. This section begins with the most formal educational qualification and then states requirements in a variety of combinations of experience and education, each of which is considered equivalent, that together produce the required knowledge, skills, and abilities.

Certificates and Licenses Required. Lists any specific certificates or licenses required to be held by an applicant to be considered for the position. Positions requiring travel may

require a valid Texas driver's license or available alternate means of transportation. Positions involving handling of public funds may require the candidate to be bondable. Certain positions require special certifications from state or federal agencies, including law enforcement and fire protection commissions.

Physical Requirements. Describes the physical demands of the position, identified for purposes of compliance with the ADA. This section does not take into account potential reasonable accommodations.

FLSA DEFINITIONS OF EXEMPT EMPLOYEES

Reference: 29 CFR Part 541 (current DOL regulations). See also DOL Fact Sheet #17A and related series at www.dol.gov/agencies/whd/fact-sheets.

Section 13(a)(1) of the FLSA provides an exemption from both minimum wage and overtime pay for employees employed as bona fide executive, administrative, professional, and outside sales employees. Section 13(a)(1) and Section 13(a)(17) also exempt certain computer employees. To qualify for exemption, employees generally must meet certain tests regarding their job duties and be paid on a salary basis at not less than \$684 per week.

Job titles do not determine exempt status. In order for an exemption to apply, an employee's specific job duties and salary must meet all the requirements of the Department's regulations at 29 CFR Part 541.

Executive

To qualify for the executive employee exemption, all of the following tests must be met:

- The employee must be compensated on a salary basis (as defined in the regulations) at a rate not less than \$684 per week;
- The employee's primary duty must be managing the enterprise, or managing a customarily recognized department or subdivision of the enterprise;
- The employee must customarily and regularly direct the work of at least two or more other full-time employees or their equivalent; and
- The employee must have the authority to hire or fire other employees, or the employee's suggestions and recommendations as to the hiring, firing, advancement, promotion, or any other change of status of other employees must be given particular weight.

Administrative

To qualify for the administrative employee exemption, all of the following tests must be met:

- The employee must be compensated on a salary or fee basis (as defined in the regulations) at a rate not less than \$684 per week;
- The employee's primary duty must be the performance of office or non-manual work directly related to the management or general business operations of the employer or the employer's customers; and
- The employee's primary duty includes the exercise of discretion and independent judgment with respect to matters of significance.

Professional (Learned)

To qualify for the learned professional employee exemption, all of the following tests must be met:

- The employee must be compensated on a salary or fee basis (as defined in the regulations) at a rate not less than \$684 per week;
- The employee's primary duty must be the performance of work requiring advanced knowledge, defined as work which is predominantly intellectual in character and which includes work requiring the consistent exercise of discretion and judgment;

- The advanced knowledge must be in a field of science or learning; and
- The advanced knowledge must be customarily acquired by a prolonged course of specialized intellectual instruction.

Computer Employee

To qualify for the computer employee exemption, all of the following tests must be met:

- The employee must be compensated either on a salary or fee basis (as defined in the regulations) at a rate not less than \$684 per week, or, if compensated on an hourly basis, at a rate not less than \$27.63 per hour;
- The employee must be employed as a computer systems analyst, computer programmer, software engineer, or other similarly skilled worker in the computer field performing the duties described below; and
- The employee's primary duties must consist of one or more of the following:
 1. The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software, or system functional specifications;
 2. The design, development, documentation, analysis, creation, testing, or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;
 3. The design, documentation, testing, creation, or modification of computer programs related to machine operating systems; or
 4. A combination of the aforementioned duties, the performance of which requires the same level of skills.

Highly Compensated Employees

Employees performing office or non-manual work and paid total annual compensation of \$107,432 or more (which must include at least \$684 per week paid on a salary or fee basis) are exempt from the FLSA if they customarily and regularly perform at least one of the duties of an exempt executive, administrative, or professional employee identified in the standard tests above.

Blue Collar Workers

The exemptions provided by FLSA Section 13(a)(1) apply only to "white collar" employees who meet the salary and duties tests set forth in the Part 541 regulations. The exemptions do not apply to manual laborers or other "blue collar" workers who perform work involving repetitive operations with their hands, physical skill, and energy. FLSA-covered, non-management employees in production, maintenance, construction, and similar occupations — such as mechanics, electricians, plumbers, heavy equipment operators, carpenters, and construction laborers — are entitled to minimum wage and overtime premium pay under the FLSA regardless of how highly paid they might be.

Law Enforcement Partial Exemption (§ 207(k))

Section 207(k) of the FLSA provides a partial overtime exemption for employees engaged in law enforcement or fire protection activities who are employed by a public agency. Under this exemption, overtime is calculated based on a work period of 7 to 28 days rather than the standard 40-hour workweek. For law enforcement employees on a 14-day work period, overtime is required only after 86 hours worked. Polk County positions

designated Non-exempt (FLSA § 207(k)) are subject to this partial exemption rather than the standard 40-hour overtime threshold. Dispatchers, administrative staff, and other non-sworn positions within a law enforcement department do not qualify for the § 207(k) exemption and are subject to standard overtime rules.

EEOC DESCRIPTIONS OF JOB CATEGORIES

Excerpted from EEOC Form EEO-4 — State and Local Government Information. These categories are used for required EEO reporting and appear in the EEOC Category field of each Polk County job description.

Officials and Administrators

Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district, or area basis. Includes: department heads, bureau chiefs, division chiefs, directors, deputy directors, controllers, wardens, superintendents, sheriffs, police and fire chiefs and inspectors, examiners, inspectors (construction, building, safety, fire, license), assessors, tax appraisers and investigators, coroners, and kindred workers.

Professionals

Occupations which require specialized and theoretical knowledge usually acquired through college training or through work experience and other training that provides comparable knowledge. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dietitians, lawyers, systems analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants, librarians, management analysts, surveyors and mapping scientists, and kindred workers.

Technicians

Occupations which require a combination of basic scientific or technical knowledge and manual skill that can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers, drafters, survey and mapping technicians, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), police and fire sergeants, inspectors (production or processing), and kindred workers.

Protective Service Workers

Occupations in which workers are entrusted with public safety, security, and protection from destructive forces. Includes: police patrol officers, firefighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, game and fish wardens, park rangers (except maintenance), and kindred workers.

Administrative Support (Including Clerical)

Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and information, and other administrative tasks required in an office environment. Includes: bookkeepers, dispatchers, statistical clerks, payroll clerks, office and computer equipment operators, legal assistants, cashiers, toll collectors, and kindred workers.

Skilled Craft Workers

Occupations in which workers perform jobs requiring special manual skill and thorough, comprehensive knowledge of the processes involved, acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics and repairers, electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, power plant operators, water and sewage treatment plant operators, and kindred workers.

Service-Maintenance

Occupations in which workers perform duties that result in or contribute to the comfort, convenience, hygiene, or safety of the general public, or that contribute to the upkeep and care of buildings, facilities, or grounds of public property. Workers in this group may operate machinery. Includes: truck drivers, bus drivers, garage laborers, custodial employees, gardeners and groundskeepers, refuse collectors, construction laborers, park rangers (maintenance), craft apprentices/trainees/helpers, and kindred workers.

Job Description: RECEPTIONIST

Class No.	101	EEOC Category	Administrative Support
Pay Group	105	FLSA Status	Non-exempt

SUMMARY OF POSITION

Operates a multiline telephone system, answering, directing, and taking messages for calls; performs general clerical and secretarial support duties.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Designated Departmental Supervisor.
2. Directs: This is a non-supervisory position.
3. Other: Has contact with other county employees, vendors, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Operates a multiline telephone system; answers, screens, directs, and takes messages for incoming calls;
- Greets visitors courteously; answers or refers inquiries from the public, county staff, and vendors;
- Performs clerical and secretarial support functions, including word processing, copying, and filing;
- Processes and distributes incoming and outgoing mail;
- Maintains departmental records, logs, and files as assigned.

Other Important Duties*

- May perform light bookkeeping or data entry as directed;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Skill to: Operate a multiline telephone system and standard office equipment including copier and computer; demonstrate keyboarding proficiency with a high degree of accuracy.

Ability to: Establish and maintain effective working relationships with county employees, vendors, and the general public; perform mathematical computations; understand and follow oral and written instructions; communicate effectively both orally and in writing.

Other: May be required to translate between Spanish and English.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent;

or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

None.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: SECRETARY I

Class No.	102	EEOC Category	Administrative Support
Pay Group	107	FLSA Status	Non-exempt

SUMMARY OF POSITION

Provides effective and efficient general secretarial duties for a designated supervisor and/or other staff members within a county department.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Designated departmental supervisor.
2. Directs: This is a non-supervisory position.
3. Other: Has regular contact with other departmental employees, employees in other county departments, organizations, agencies outside county government, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Performs direct secretarial support services for designated supervisor and/or other staff members, including preparing and drafting reports, letters, memos, and other documents;
- Establishes, maintains, and organizes office files and records, both manual and computerized;
- Responds to routine inquiries about the program(s) administered by the department and may be assigned primary responsibility for processing work relating to a specific function;
- Schedules meetings, appointments, and training sessions; maintains an up-to-date calendar;
- Receives, sorts, and distributes incoming mail; prepares and processes outgoing mail;
- Maintains current knowledge of regulations and policies affecting the department.

Other Important Duties*

- Performs receptionist duties, including greeting the public, answering the telephone, taking messages, and providing information;
- Receives and is accountable for funds;
- May maintain central files or a departmental library;

- May maintain an inventory of supplies and equipment and notify supervisor when reorder is needed;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Skill to: Operate modern office equipment including a computer using standard word processing and spreadsheet software packages; demonstrate keyboarding proficiency with a high degree of accuracy.

Ability to: Apply correct business English, spelling, punctuation, and arithmetic; establish and maintain effective working relationships with other county departments, outside agencies, and the general public; understand and follow oral and written instructions and request clarification when needed; interact effectively with persons of all ages from a variety of socioeconomic backgrounds.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, with secretarial and computer coursework, plus at least one year of secretarial experience (college or business school training may be substituted equally for work experience);

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Certification as a Notary Public preferred.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: SECRETARY II

Class No.	103	EEOC Category	Administrative Support
Pay Group	109	FLSA Status	Non-exempt

SUMMARY OF POSITION

Performs detailed secretarial and support duties for the Elected Official, Department Head, and/or other staff members. Exercises judgment regarding procedures and processes.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Elected Official/Department Head or designated supervisor.
2. Directs: May be required to supervise subordinate staff.
3. Other: Works closely with other departmental employees, employees in other county departments, and members of the general public.

EXAMPLES OF WORK

Essential Duties*

- Performs primary secretarial and administrative support services for the Elected Official or Department Head, including drafting reports, correspondence, and official documents;
- Maintains sensitive and confidential files; maintains current knowledge of state rules and regulations regarding department-related laws and advises the public accordingly;
- Maintains schedules for supervisory staff, including appointments, meetings, interviews, and training sessions; maintains up-to-date departmental calendar;
- Manages daily accounting functions as assigned, including balancing worksheets, receipting funds collected, and making deposits; may co-sign checks for departments requiring two signatures;
- Prepares purchasing forms and orders; maintains current inventory of supplies;
- Proofreads and edits official documents, correspondence, contracts, and publications;
- Uses computer to prepare and maintain forms, rosters, mailing lists, reports, memos, manuals, grant applications, contracts, and budgets.

Other Important Duties*

- Performs receptionist duties including greeting the public, answering phones, taking messages, and providing information;
- Establishes and maintains manual and/or computerized office files and records;
- May conduct interviews, evaluate and recommend qualified persons for hiring;

- May take and transcribe dictation;
- May open, log, and distribute incoming mail;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Professional office practices, equipment, and materials.

Skill to: Operate modern office equipment including a computer using standard word processing and spreadsheet software packages; demonstrate keyboarding proficiency with a high degree of accuracy.

Ability to: Apply business English, spelling, punctuation, and arithmetic; communicate effectively both orally and in writing; establish and maintain effective working relationships with county employees, officials, other agencies, and the general public; understand oral and written instructions and apply sound judgment in expanding upon those instructions; interact effectively with persons of all ages and socioeconomic backgrounds.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, with at least two years of advanced secretarial experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Certification as a Notary Public preferred.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Revised: May 2026

Job Description: CHIEF DEPUTY CLERK

Class No.	104	EEOC Category	Administrative Support
Pay Group	114	FLSA Status	Non-exempt

SUMMARY OF POSITION

Performs a variety of clerical, bookkeeping, personnel, and related activities for a specific unit or subunit of a department; manages, prioritizes, and plans duties at the discretion of the departmental official.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Elected or appointed official in the department.
2. Directs: Deputy Clerks and other subordinate employees.
3. Other: Has regular contact with other departmental employees, the general public, and one or more of the following: attorneys, internal auditors, abstract and tax offices, and law enforcement officials. May have contact with other county departments, public schools, and local, state, and/or federal agencies.

EXAMPLES OF WORK

Essential Duties*

- Instructs, supervises, and trains subordinate employees; assumes duties of departmental official in their absence;
- Maintains current knowledge of statutes, rules, and regulations relating to department responsibilities; resolves problems arising with the public or other county departments;
- Reviews, validates, and processes documents requiring considerable departmental knowledge and expertise;
- Issues licenses, permits, certificates, warrants, citations, writs, or other legal documents in accordance with departmental rules and regulations; prepares and issues receipts or other proof of transaction;
- Records, maintains, and compiles statistical, operational, and fiscal data; prepares and submits required reports;
- Creates and maintains manual and/or computerized files and records; performs general clerical duties including filing, indexing, copying, sorting and distributing mail, and providing Notary Public services;
- Assists the public, responding orally and in writing to requests; provides information about departmental policies and procedures.

Other Important Duties*

- May perform receptionist duties including greeting the public, answering phones, taking messages, and providing information;
- May provide an accounting of cash balances daily and ensure that cash balances with receipts issued;
- May prepare cash and checks for deposit;
- May deliver and deposit monies;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Skill to: Operate a computer using standard word processing, spreadsheet, and/or database software packages and operate other types of routine office equipment.

Ability to: Train, supervise, motivate, and evaluate staff; apply business English, spelling, math, and office practices; make decisions in accordance with departmental rules, regulations, and statutes; maintain complex records and files; prepare technical, legal, or statistical reports; keep accurate bookkeeping records; establish and maintain effective working relationships with county employees, officials, and the general public; make sound decisions in stressful situations; communicate effectively both orally and in writing; and work with interruptions.

ACCEPTABLE EXPERIENCE AND TRAINING

Bachelor's degree plus two years of responsible clerical work experience (preferably with a governmental entity), including some supervisory experience;

or high school graduation, or its equivalent (further education in business, accounting, management, or legal training preferred), and three years of responsible clerical work experience (preferably with a governmental entity), including some supervisory experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

May be required to be bondable and/or hold or obtain certification as a Notary Public.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;

- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: DEPUTY CLERK

Class No.	105	EEOC Category	Administrative Support
Pay Group	108	FLSA Status	Non-exempt

SUMMARY OF POSITION

Provides a variety of accurate, general clerical or bookkeeping support work for a specific unit or subunit of a county department in accordance with departmental procedures and regulations.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Designated supervisor in the department or unit.
2. Directs: This is a non-supervisory position.
3. Other: Has regular contact with other departmental employees, the general public, and one or more of the following: attorneys, internal auditors, abstract and tax offices, and law enforcement officials. May have contact with other county departments, public schools, and local, state, and/or federal agencies.

EXAMPLES OF WORK

Essential Duties*

- Assists the public, responding orally and in writing to requests; assists the Elected Official, Chief Deputy and other employees with assigned duties;
- Types and processes correspondence, reports, notices, forms, and other documents using standard word processing, spreadsheet, and/or database software;
- Maintains manual and/or computerized statistical data and records; conducts research of records; checks, analyzes, and classifies or alphabetizes materials as needed;
- Issues licenses, permits, titles, certificates, warrants, citations, and/or other legal documents in accordance with departmental rules and regulations; receives payments and issues receipts;
- Performs a variety of clerical functions as needed, including copying, filing, sorting, matching files with reports or correspondence as requested, and processing incoming and outgoing mail.

Other Important Duties*

- May perform receptionist duties including greeting the public, answering phones, taking messages, and providing information;
- May prepare purchasing forms, maintain current inventory of supplies, and/or process bills for payment;

- May maintain general ledger on daily and monthly cash transactions and reconcile bank statements;
- May assist with payroll record preparation;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Current business practices and procedures.

Skill to: Operate modern office equipment including a computer using standard word processing and spreadsheet software packages;

Ability to: Correctly utilize business English, spelling, punctuation, arithmetic, and office practices; understand and carry out oral and written instructions; learn assigned clerical tasks readily; become familiar with legal terminology; establish and maintain effective working relationships with county employees, officials, and the general public; make sound decisions under stress; and work well with interruptions.

Other: May be required to translate between Spanish and English.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent (some college work preferred), and one year of responsible clerical and/or bookkeeping work experience, preferably with a governmental entity in, or working with, the legal system;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

May be required to be bondable and/or hold or obtain certification as a Notary Public.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: COURT CLERK

Class No.	106	EEOC Category	Administrative Support
Pay Group	110	FLSA Status	Non-exempt

SUMMARY OF POSITION

Assists the Elected Official or Department Head by greeting the public, answering telephones, and handling a variety of clerical and bookkeeping functions.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Elected Official/Department Head or designated supervisor.
2. Directs: This is a non-supervisory position.
3. Other: Has regular contact with various state and local government agencies, constables' offices, attorneys, the Sheriff's Department, other county departments, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Answers telephones and greets visitors, responding to inquiries as appropriate;
- Maintains docket for criminal and civil trials and administrative hearings; coordinates interaction between the court and various agencies and individuals; files all incoming cases or complaints including civil and criminal cases, hot checks, and administrative hearings;
- Types complaints, correspondence, forms, reports, and various legal documents; enters data and documents into computer using standard word processing and/or spreadsheet programs;
- Maintains up-to-date court files, docketing all motions, payments to court, appearances, judgments, defendants' statements, and appeals;
- Supplies information regarding case status, trial dates, court procedures, and jurisdiction and makes appropriate referrals;
- Prepares inquests and death certificates; issues receipts for payments of fines and fees; prepares, expedites, and recalls citations, warrants, summons, writs, and other legal documents; maintains current knowledge of relevant legislation and regulations.

Other Important Duties*

- May make daily deposits and maintain daily record of money received;
- May issue checks; may prepare daily, weekly, and monthly reports;
- May assist in mental commitments;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Courtroom procedures and associated clerical functions.

Skill to: Operate standard word processing and spreadsheet computer software.

Ability to: Apply legal terminology; use independent judgment regarding release of confidential information; establish and maintain effective working relationships with county employees, attorneys, judges, and the general public; remain calm and courteous in high-stress situations; establish appropriate priorities; and work independently.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus two years of clerical experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Certification by Justice Court Training Center preferred. May be required to be a Notary Public.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting in a courtroom or office setting;
- Frequent use of hands and fingers for keyboarding and handling documents;
- Occasional standing, walking, and moving between office and courtroom environments;
- Visual and auditory acuity sufficient for extended reading, document review, and courtroom proceedings;
- Ability to communicate clearly and effectively in a formal setting;
- Ability to lift and carry up to 25 pounds occasionally.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: BOOKKEEPER

Class No.	107	EEOC Category	Administrative Support
Pay Group	114	FLSA Status	Non-exempt

SUMMARY OF POSITION

Prepares and maintains accurate accounting records for the department; reconciles accounts, processes financial transactions, and prepares reports for supervisory and audit review.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Designated supervisor in the department or unit.
2. Directs: This is a non-supervisory position.
3. Other: Has regular contact with other departmental employees, the general public, and a variety of other county departments.

EXAMPLES OF WORK

Essential Duties*

- Prepares, analyzes, and makes adjusting entries to general ledger control accounts; records official records and cash receipts in the county computer system;
- Reconciles bank statements and prepares revenue reports on cash received; investigates and corrects discrepancies between ledger balances and bank reconciliations;
- Prepares journal entries for corrections due to posting errors, incorrect expense account charges, or other discrepancies;
- Maintains accurate records of departmental expenses including payroll, maintenance purchases, and inventory transactions;
- Prepares daily, weekly, bi-weekly, monthly, and annual financial reports; prepares schedules and supporting documents for auditors;

Other Important Duties*

- Greets the public in person or by telephone, responding to questions and requests and referring complex issues to the appropriate person.
- May maintain payroll records including vacation, sick, and year-end accrued payroll liabilities;
- May open, sort, and distribute daily mail;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Bookkeeping theories and practices and accepted office procedures.

Skill to: Operate modern office equipment including a computer using standard word processing and spreadsheet software packages; Operate a 10-key calculator; demonstrate keyboarding proficiency with a high degree of accuracy.

Ability to: Perform a high volume of numerical detail work with speed and accuracy; perform difficult mathematical computations; understand and follow complex oral and written instructions and technical terminology; prepare financial and other records in a systematic, neat, and legible manner; establish and maintain effective working relationships with other county employees; and enter financial data into a computer to generate specified reports.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus at least three years of experience in accounting, one year of which included governmental accounting and computer operation;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

May be required to be bondable.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: HEAVY EQUIPMENT OPERATOR

Class No.	108	EEOC Category	Operatives
Pay Group	112	FLSA Status	Non-exempt

SUMMARY OF POSITION

Operates various types of large, heavy-duty equipment to accomplish assigned road, bridge, and grounds maintenance activities.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Designated supervisor and/or foreman.
2. Directs: May provide on-the-job supervision to other crew members, especially in the absence of the assigned supervisor.
3. Other: May have contact with other county departments and the general public.

EXAMPLES OF WORK

Essential Duties*

- Operates heavy and light equipment such as a maintainer, backhoe, bulldozer, motor grader, spreader box, track loader, paddle wheel scraper, trash compactor, or heavy truck as required and instructed;
- Performs routine pre-operation inspections, checking oil, water, fuel, tires, and hydraulic systems; performs routine maintenance to ensure vehicles and equipment are in proper working condition;
- Provides assistance with and suggestions for increased safety during assigned projects;
- Grades, maintains, patches, or resurfaces streets; flags traffic during repairs; constructs, paints, and installs road signs;
- Digs holes; compacts, covers, and grades solid waste; cleans drains, culverts, rights-of-way, and ditches; collects brush, garbage, and debris;
- Loads, transports, and unloads necessary materials for assigned projects; repairs bridges; performs welding and fabrication when necessary.

Other Important Duties*

- May perform light plumbing, maintenance, construction, and/or carpentry duties;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: The safe operation of the equipment used; the provisions of the Texas Motor Vehicle Code relating to operation of light and heavy motorized equipment; and safety standards to prevent hazards.

Skill to: Operate equipment effectively and safely; service and make minor repairs on equipment.

Ability to: Read and understand construction and utility diagrams; understand and follow written and oral instructions; work effectively and cooperatively with other county employees and the general public; tolerate outside working conditions including adverse

weather; and maintain a valid Texas driver's license applicable to job responsibilities and a good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, and at least one year of experience operating light or heavy equipment;

or sufficient education to read and write, plus at least two years of experience operating light or heavy equipment;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

State of Texas Class B (commercial) driver's license.

PHYSICAL REQUIREMENTS*

- Prolonged periods of standing, walking, and working outdoors in varying weather conditions;
- Frequent bending, stooping, kneeling, crouching, and reaching;
- Ability to lift, carry, push, and pull up to 50 pounds regularly and heavier loads with assistance;
- Ability to operate motorized equipment, commercial vehicles, and hand tools for extended periods;
- Sufficient strength and stamina to perform sustained physical labor;
- Visual and auditory acuity sufficient to operate equipment safely and observe field conditions;
- Ability to tolerate exposure to dust, fumes, noise, and adverse weather conditions.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: LIGHT EQUIPMENT OPERATOR

Class No.	109	EEOC Category	Operatives
Pay Group	110	FLSA Status	Non-exempt

SUMMARY OF POSITION

Operates light equipment to accomplish assigned road, grounds, and drainage maintenance activities. Performs manual labor tasks including pothole patching, mowing, clearing, and cleaning drainage infrastructure.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Designated supervisor and/or foreman.
2. Directs: This is a non-supervisory position; however, may direct other employees in the absence of the supervisor.
3. Other: May have contact with other county departments and the general public.

EXAMPLES OF WORK

Essential Duties*

- Operates light equipment such as a tractor, mower, chainsaw, weed eater, or shredder as required and instructed;
- Performs routine pre-operation inspections, checking oil, water, fuel, tires, and hydraulic systems; performs routine maintenance to ensure vehicles and equipment are in proper working condition;
- Provides assistance with and suggestions for increased safety during assigned projects;
- Patches potholes and performs minor road surface repairs; flags and directs traffic during roadway maintenance activities; assists with painting and installing road signs;
- Cleans drains, culverts, right-of-ways, and ditches; collects brush, garbage, and debris and loads onto truck;
- Loads and unloads necessary materials and hand tools for assigned projects; assists heavier equipment operators with support tasks as directed.

Other Important Duties*

- May perform light plumbing, maintenance, construction, and/or carpentry duties;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: The safe operation of the light equipment used; the provisions of the Texas Motor Vehicle Code relating to the operation of light motorized equipment.

Skill to: Operate light equipment effectively and safely.

Ability to: Service and make minor repairs on light equipment; follow safety standards to prevent hazards; understand and follow written and oral instructions; work effectively and cooperatively with other employees; tolerate outside working conditions including

adverse weather; and maintain a valid Texas driver's license applicable to job responsibilities and a good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, and at least one year of experience operating light equipment;

or sufficient education to read and write plus two years of experience operating light equipment;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Valid Texas driver's license.

PHYSICAL REQUIREMENTS*

- Prolonged periods of standing, walking, and working outdoors in varying weather conditions;
- Frequent bending, stooping, kneeling, crouching, and reaching;
- Ability to lift, carry, push, and pull up to 50 pounds regularly and heavier loads with assistance;
- Ability to operate motorized equipment and hand tools for extended periods;
- Sufficient strength and stamina to perform sustained physical labor;
- Visual and auditory acuity sufficient to operate equipment safely and observe field conditions;
- Ability to tolerate exposure to dust, fumes, noise, and adverse weather conditions.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: FOREMAN II – ROAD AND BRIDGE

Class No.	110	EEOC Category	Operatives
Pay Group	120	FLSA Status	Non-exempt

SUMMARY OF POSITION

Coordinates and performs manual and machine-assisted labor involved in the construction, repair, and maintenance of county roads, bridges, and landfills. Provides daily organization and supervision of precinct work crew activities.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: County Commissioner.
2. Directs: Other precinct work crew employees.
3. Other: Has daily contact with other employees on the job and occasionally with the general public.

EXAMPLES OF WORK

Essential Duties*

- Coordinates, assigns, and may evaluate work of employees under supervision to ensure proper policies and procedures are followed, work and safety standards are maintained, and schedules are met;
- Operates heavy gasoline and/or diesel equipment such as a maintainer, bulldozer, front-end loader, tractor-mower, backhoe, or other road and bridge construction equipment;
- Checks oil, water, fuel, tires, and hydraulic systems before leaving for job sites; examines machinery for needed repairs and performs maintenance including welding;
- Builds new roads and reworks roadways with minimal supervision; assists in the construction and repair of streets, culverts, and bridges including digging ditches, setting drainage pipes, and removing debris;
- Responds to complaints and requests by citizens concerning repairs of county roads, culverts and bridges within the precinct;
- Trains new employees in their duties and equipment operation; assesses supply needs and purchases supplies for the department; completes routine paperwork including time sheets and purchase orders.

Other Important Duties*

- May perform light carpentry, painting, or other related work as needed;
- May drive dump truck or other vehicles hauling materials to construction or repair sites;
- May operate mower to mow lawns and/or clear rights-of-way, culverts, ditches, etc.;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: The safe operation of all equipment used; the provisions of the Texas Motor Vehicle Code relating to heavy motorized equipment; and safety standards to prevent hazards.

Skill to: Operate sophisticated equipment effectively and safely; service and make minor repairs on equipment.

Ability to: Train, supervise, motivate, and evaluate staff; establish and maintain effective working relationships with county employees and the general public; tolerate outside working conditions including adverse weather; and maintain a valid Texas driver's license applicable to job responsibilities and a good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus four years of experience in operation of heavy equipment, one of which involved supervising others;

or sufficient education to read and write plus six years of experience in the operation of heavy equipment, two of which involved supervising others;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

State of Texas Class A (commercial) driver's license.

PHYSICAL REQUIREMENTS*

- Prolonged periods of standing, walking, and working outdoors in varying weather conditions;
- Frequent bending, stooping, kneeling, crouching, and reaching;
- Ability to lift, carry, push, and pull up to 50 pounds regularly and heavier loads with assistance;
- Ability to operate motorized equipment, commercial vehicles, and hand tools for extended periods;
- Sufficient strength and stamina to perform sustained physical labor;
- Visual and auditory acuity sufficient to operate equipment safely and observe field conditions;
- Ability to tolerate exposure to dust, fumes, noise, and adverse weather conditions.

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Job Description: EQUIPMENT MECHANIC

Class No.	112	EEOC Category	Craft Workers
Pay Group	113	FLSA Status	Non-exempt

SUMMARY OF POSITION

Ensures the county's vehicles and equipment are maintained in good working condition. Performs minor repairs, adjustments, and preventive maintenance on automotive vehicles, trucks, tractors, and other power-driven equipment. Purchases necessary parts for repairs at the direction of the supervisor.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Elected Official or Department Head.
2. Directs: This is a non-supervisory position.
3. Other: Frequent contact with other county departments regarding services and repair of their vehicles and equipment.

EXAMPLES OF WORK

Essential Duties*

- Performs preventive maintenance on county automotive and mechanical equipment, including tune-ups, oil changes, battery checks, tire and lubrication checks, and routine transmission servicing;
- Removes and replaces external engine parts; performs minor brake and clutch repairs and other repairs as directed;
- Diagnoses minor engine and mechanical problems and performs needed repairs;
- Test drives vehicles and motorized equipment to verify repairs and proper operation;
- Maintains tools and equipment; keeps shop clean and orderly; procures necessary parts and supplies for repairs.

Other Important Duties*

- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Auto mechanics and the operation and repair of light-duty equipment.

Skill to: Repair vehicles including oil changes, transmission service, brakes, clutches, general automotive preventive maintenance, removal and replacement of external engine parts, and other minor repairs.

Ability to: Work with a variety of hand and power tools; establish and maintain effective working relationships with county employees; communicate effectively.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus training as a mechanic and six months of experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Valid Texas Driver's License.

PHYSICAL REQUIREMENTS*

- Prolonged periods of standing, walking, and working outdoors in varying weather conditions;
- Frequent bending, stooping, kneeling, crouching, and reaching;
- Ability to lift, carry, push, and pull up to 50 pounds regularly and heavier loads with assistance;
- Ability to operate motorized equipment, commercial vehicles, and hand tools for extended periods;
- Sufficient strength and stamina to perform sustained physical labor;
- Visual and auditory acuity sufficient to operate equipment safely and observe field conditions;
- Ability to tolerate exposure to dust, fumes, noise, and adverse weather conditions.

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Job Description: ROAD & BRIDGE MAINTENANCE WORKER

Class No.	113	EEOC Category	Laborers and Helpers
Pay Group	107	FLSA Status	Non-exempt

SUMMARY OF POSITION

Performs a variety of manual labor duties to support the timely and efficient maintenance of county roads, bridges, and rights-of-way.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Designated foreman.
2. Directs: This is a non-supervisory position.
3. Other: Has contact with other employees in the department and may have contact with the general public.

EXAMPLES OF WORK

Essential Duties*

- Mows, trims trees, picks up brush, and loads brush onto a truck;
- Shovels dirt, gravel, or asphalt; tamps, packs, and levels dirt, asphalt, or other material;
- Loads and unloads materials and equipment;
- Operates equipment such as a pickup truck, chainsaw, tractor, and mower as directed;
- Assists with road and bridge construction and maintenance tasks as assigned by the foreman.

Other Important Duties*

- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Ability to: Follow oral instructions; learn to use power and/or hand-operated tools; tolerate outside working conditions including adverse weather; and establish and maintain effective working relationships with other county employees.

ACCEPTABLE EXPERIENCE AND TRAINING

None required, but some experience in road construction and use of related equipment is preferred;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Valid Texas driver's license.

PHYSICAL REQUIREMENTS*

- Prolonged periods of standing, walking, and working outdoors in varying weather conditions;
- Frequent bending, stooping, kneeling, crouching, and reaching;
- Ability to lift, carry, push, and pull up to 50 pounds regularly and heavier loads with assistance;
- Ability to operate motorized equipment, commercial vehicles, and hand tools for extended periods;
- Sufficient strength and stamina to perform sustained physical labor;
- Visual and auditory acuity sufficient to operate equipment safely and observe field conditions;
- Ability to tolerate exposure to dust, fumes, noise, and adverse weather conditions.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: LABORER

Class No.	114	EEOC Category	Laborers and Helpers
Pay Group	107	FLSA Status	Non-exempt

SUMMARY OF POSITION

Performs a variety of manual labor duties to support the timely and efficient maintenance of county grounds and facilities.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Designated supervisor.
2. Directs: This is a non-supervisory position.
3. Other: Has contact with other employees in the department and may have contact with the general public.

EXAMPLES OF WORK

Essential Duties*

- Trims trees, picks up brush, and loads brush onto a truck;
- Shovels dirt, gravel, or asphalt; tamps, packs, and levels dirt, asphalt, or other material;
- Loads and unloads materials and equipment;
- Operates equipment such as a chainsaw, tractor, and mower as directed;
- Assists with manual labor tasks as assigned by the foreman.

Other Important Duties*

- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Ability to: Follow oral instructions; learn to use power and/or hand-operated tools; tolerate outside working conditions including adverse weather; and establish and maintain effective working relationships with other county employees.

ACCEPTABLE EXPERIENCE AND TRAINING

None required, but some experience in the use of tools and landscaping equipment is preferred;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

None.

PHYSICAL REQUIREMENTS*

- Prolonged periods of standing, walking, and working outdoors in varying weather conditions;
- Frequent bending, stooping, kneeling, crouching, and reaching;
- Ability to lift, carry, push, and pull up to 50 pounds regularly and heavier loads with assistance;
- Ability to operate motorized equipment, commercial vehicles, and hand tools for extended periods;
- Sufficient strength and stamina to perform sustained physical labor;
- Visual and auditory acuity sufficient to operate equipment safely and observe field conditions;
- Ability to tolerate exposure to dust, fumes, noise, and adverse weather conditions.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: FOREMAN I – ROAD AND BRIDGE

Class No.	115	EEOC Category	Operatives
Pay Group	117	FLSA Status	Non-exempt

SUMMARY OF POSITION

Coordinates and performs manual and machine-assisted labor involved in the construction, repair, and maintenance of county roads, bridges, and landfills. Assumes supervisory responsibilities in the absence of, or as required by, the County Commissioner.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: County Commissioner.
2. Directs: Serves as lead worker with light supervision duties.
3. Other: Has daily contact with other employees on the job and occasionally with the general public.

EXAMPLES OF WORK

Essential Duties*

- Operates heavy and light gasoline and/or diesel equipment such as a maintainer, backhoe, bulldozer, motor grader, spreader box, track loader, trash compactor, or light or heavy truck as required and instructed; operates other equipment used in road and bridge construction, maintenance and repair, such as front-end loaders, tractor-mowers, trucks, street sweepers, backhoes, and rovers;
- Checks oil, water, fuel, tires, and hydraulic systems before leaving for job sites; examines machinery for needed repairs and performs maintenance including welding;
- Builds new roads and reworks roadways with minimal supervision; assists in the construction and repair of streets, culverts, and bridges including digging ditches, setting drainage pipes, and removing debris;
- May coordinate and assign work of employees under supervision to ensure policies and procedures are followed, standards are maintained, and schedules are met; trains new employees in their duties and equipment operation;
- Responds to complaints and requests from citizens regarding repairs of county roads, culverts, and bridges; may assess need for and purchase department supplies.

Other Important Duties*

- May perform light carpentry, painting, or other related work as needed;
- May drive dump truck or other vehicles hauling materials to construction or repair sites;
- May operate mower to mow lawns and/or clear rights-of-way, culverts, ditches, etc.;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: The safe operation of all equipment used; the provisions of the Texas Motor Vehicle Code relating to heavy motorized equipment; and safety standards to prevent hazards.

Skill to: Operate sophisticated equipment effectively and safely; service and make minor repairs on equipment.

Ability to: Train, supervise, and motivate staff; establish and maintain effective working relationships with county employees and the general public; tolerate outside working conditions including adverse weather; and maintain a valid Texas driver's license applicable to job responsibilities and a good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus four years of experience in operation of heavy equipment, one of which involved supervising others;

or sufficient education to read and write plus six years of experience in the operation of heavy equipment, two of which involved supervising others;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

State of Texas Class A (commercial) driver's license.

PHYSICAL REQUIREMENTS*

- Prolonged periods of standing, walking, and working outdoors in varying weather conditions;
- Frequent bending, stooping, kneeling, crouching, and reaching;
- Ability to lift, carry, push, and pull up to 50 pounds regularly and heavier loads with assistance;
- Ability to operate motorized equipment, commercial vehicles, and hand tools for extended periods;
- Sufficient strength and stamina to perform sustained physical labor;
- Visual and auditory acuity sufficient to operate equipment safely and observe field conditions;
- Ability to tolerate exposure to dust, fumes, noise, and adverse weather conditions.

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Job Description: COUNTY JUDGE

Class No.	201	EEOC Category	Executive/Senior Level Official and Manager
Pay Group	Unclassified	FLSA Status	Not Covered

SUMMARY OF POSITION

The County Judge is the executive officer of Polk County and acts as chief administrator, presiding judge, and voting member of the Commissioners Court.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: The citizens of Polk County (elected position).
2. Directs: County department heads and elected officials as the executive officer of the county.
3. Other: Has contact with all county departments, state and federal agencies, civic organizations, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Serves as presiding officer of the Commissioners Court; oversees the agenda process for meetings; renders informal legal opinions to Commissioners Court; ensures that notice is given of all court meetings and that meetings are conducted in accordance with state law;
- Serves as budget officer of the county; develops, presents, and administers the annual county budget; maintains county-wide oversight of financial operations and debt issuance requirements;
- Provides executive oversight and county-wide coordination in concert with the Emergency Management Coordinator for the county, including declarations of disaster and applying for and receiving aid from the Federal Emergency Management Agency;
- Carries out statutory responsibilities related to elections, including calling, holding, canvassing, and certifying elections; issues delayed birth certificates; approves or denies requests for hardship driver's licenses;
- Performs judicial functions including conducting marriage ceremonies, serving as Chairman of the County Juvenile Board, serving as conservator of the peace, and serving as County School Superintendent responsible for distributing funds to each independent school district within the county;
- Represents the county before state legislative committees, federal agencies, and other governing bodies; serves as voting representative and/or officer on various quasi-public entities; assists individuals and organizations needing information from other governments; welcomes organizations and assists with economic development activities.

Other Important Duties*

- Establish departmental performance benchmarks and key indicators; continually analyze budget performance and variances; make appropriate adjustments and report to the Commissioners Court; Actively participate in interdepartmental

programs and committees, providing sound input; seek self-improvement and continued professional development;

QUALIFICATION REQUIREMENTS

A candidate for County Judge must be a citizen of the United States, be well-informed in the law of the State of Texas, have lived in the State of Texas for a period of twelve months before the date of any primary, general, or special election, and have lived in Polk County for six months before any such election.

Texas county judges are required to complete 30 credit hours of continuing education during their first 12 months in office and at least 16 credit hours for every 12-month reporting period thereafter.

TERM OF OFFICE

The County Judge is elected to a four-year term.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting in a courtroom or office setting;
- Frequent use of hands and fingers for keyboarding and handling documents;
- Occasional standing, walking, and moving between office and courtroom environments;
- Visual and auditory acuity sufficient for extended reading, document review, and courtroom proceedings;
- Ability to communicate clearly and effectively in a formal setting;
- Ability to lift and carry up to 25 pounds occasionally.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: ASSISTANT TO THE COUNTY JUDGE

Class No.	203	EEOC Category	Administrative Support
Pay Group	118	FLSA Status	Exempt

SUMMARY OF POSITION

Coordinates, facilitates, and/or performs administrative, promotional, secretarial, budgetary, and legal support duties for the County Judge. Represents the Judge at meetings, responds to inquiries from elected officials and the public, maintains support documentation for Commissioners Court, research and review of contracts and other documents presented to Commissioners Court, and supervises office personnel.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: County Judge.
2. Directs: Subordinate departmental personnel.
3. Other: Has daily contact with elected officials, county employees, department heads, legal professionals, vendors, civic and governmental agencies, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Promotes the public and professional image of the County Judge; represents the Judge at special functions; provides information to the media when appropriate; tactfully responds to a wide variety of public inquiries regarding county actions and procedures;
- Develops, maintains, and compiles data for the preparation and publication of the Annual County Budget, including supporting schedules, legal notices, and departmental communications; compiles information relating to debt issuance and annual debt requirements;
- Interviews, recommends, trains, supervises, and provides recommendations regarding discipline of subordinate departmental personnel; maintains county-wide employee wage and benefit information for budgeting purposes;
- Attends and ensures record of each session of the Commissioners Court; reviews preparation of Commissioners Court notice, agenda, and supporting documentation; compiles and distributes support documentation for elected officials; maintain files and supplement records of the County Court and Commissioners Court;
- Acts as mediator and liaison among county departments, including addressing communication issues, budget and contract inquiries, and various other issues or concerns; maintains current knowledge of laws and legislative decisions relating to county government; reviews requisitions prior to submitting to Judge for final approval.
- Implements cost and time productivity procedures, both intradepartmentally and interdepartmentally; reviews requisitions prior to submitting to County Judge for final approval.

Other Important Duties*

- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Structure and operation of county government and statutes relating to Texas counties; basic accounting principles; local activities and concerns; and standard office management procedures.

Ability to: Communicate effectively both orally and in writing; interpret and apply complex rules, regulations, and statutes to non-routine situations; make sound judgments regarding appropriate responses to difficult questions; proofread for completeness and accuracy; apply basic bookkeeping techniques; train, supervise, motivate, and evaluate staff; operate word processing and spreadsheet software; establish and maintain effective working relationships with county employees, officials, and the general public; and maintain appropriate certifications.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus five years of related experience, including at least two years of office management experience with supervisory responsibilities;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Certification as a Notary Public preferred.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting in a courtroom or office setting;
- Frequent use of hands and fingers for keyboarding and handling documents;
- Occasional standing, walking, and moving between office and courtroom environments;
- Visual and auditory acuity sufficient for extended reading, document review, and courtroom proceedings;
- Ability to communicate clearly and effectively in a formal setting;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: GRANTS & CONTRACTS COORDINATOR

Class No.	204	EEOC Category	Administrative Support
Pay Group	117	FLSA Status	Exempt

SUMMARY OF POSITION

Responsible for the administration of grants, contracts, and subcontracts on behalf of Polk County. Assists in managing responsibilities related to grant and contract applications, awards, compliance, financial reporting, and proper statutory procedures for county government grant and contract activity. Works under the direction of the Director of Grants, Contracts & Procurement.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Director of Grants, Contracts & Procurement (Class 214); or Commissioners' Court when the Director position is not filled.
2. Directs: Secretary or other assigned staff.
3. Other: Has frequent contact with all county departments, Commissioners' Court, municipalities, and regional, state, and federal agencies.

EXAMPLES OF WORK

Essential Duties*

- Serves as point of contact for grant and contract administration matters between county officials, departments, and external entities; maintains current knowledge of applicable state and federal regulations relating to grant and contract activity;
- Manages grants and contracts by tracking progress, developing internal reporting systems, assisting departments in compiling financial and personnel reports, maintaining historical records, and keeping an executive summary and timeline of grant and contract activity for notification to the budget office and Commissioners' Court;
- Collects, prepares, and disseminates grant and contract information for compliance, financial management, budgeting, and reporting; distributes contractual provisions and obligations to appropriate individuals;
- Coordinates activities in establishing grant and contract protocol; oversees closeout of grants and contracts; assists with site inspections by external agencies and financial reviews by auditors;
- Prepares a wide variety of written materials including reports, memoranda, correspondence, and presentations; performs general administrative work in support of the department.

Other Important Duties*

- Attends job-related training and may provide training to other departments in assigned grant and contract areas;
- Works with county departments to prioritize and evaluate prospects for grant and contract opportunities;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Grant and contract processes including the ability to review, administer, and monitor grants through completion; organizational policies, procedures, and systems; financial and budgeting aspects of county government; computer systems and applications; basic accounting to calculate, balance, and reconcile figures.

Skills in: Oral and written communication; proficiency in Microsoft Office programs; use of standard office equipment including internet, fax, copier, scanner, and telephone.

Ability to: Write and organize reports and gather required information; maintain strong organizational skills and attention to detail; establish and maintain positive and cooperative working relationships with staff, county officials, and external agencies; exercise initiative, problem-solving, and appropriate decision making; manage multiple tasks and deadlines.

ACCEPTABLE EXPERIENCE AND TRAINING

Bachelor's degree from an accredited college or university in a field related to finance, business, or public administration preferred, plus at least two years of relevant work experience;

or high school graduation, or its equivalent, and technical training with at least three years of experience dealing with the public and local governments in a related field;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Valid Texas motor vehicle operator's license required. Notary Public preferred.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: HUMAN RESOURCES DIRECTOR

Class No.	205	EEOC Category	First/Mid Level Officials and Managers
Pay Group	117	FLSA Status	Exempt

SUMMARY OF POSITION

Performs all aspects of personnel administration, including employee relations, counseling, recruitment, compensation program management, benefits administration, compliance, and training coordination.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Commissioners Court.
2. Directs: Subordinate departmental personnel.
3. Other: Has frequent contact with all county departments, outside organizations, representatives from retirement systems, insurance companies, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Administers the county's classification and pay plan, including compensation benchmarking, reclassification requests, and step increase processing; prepares Commissioners' Court reports on employment and compensation changes;
- Manages the full-cycle recruitment and hiring process, including posting vacancies, accepting and disbursing applications to appropriate departments, screening applicants, coordinating pre-employment testing, and supporting onboarding and orientation for all new employees;
- Administers and serves as *Correspondent of Record* for employee benefits programs, including health insurance, retirement, workers' compensation, COBRA, HIPAA, FMLA, and unemployment claims, processing necessary paperwork for these programs; serves as primary liaison to benefit providers and third-party administrators;
- Processes unemployment claims, collects additional information from managers and/or supervisors as requested by Unemployment compensation claim administrator;
- Maintains all human resources records, including personnel files, job descriptions, and internal HR forms; ensures confidentiality and compliance with applicable federal, state, and local employment laws and regulations;
- Counsels employees and supervisors on personnel policies, disciplinary procedures, and employee relations matters; conducts, coordinates, and/or assist with interviews on an infrequent basis, including all exit interviews;

- Oversees payroll coordination with the Treasurer's Office, including processing bi-weekly payroll entries, leave balance distribution, and employee status changes;
- Maintains current knowledge of appropriate legislation and rules for personnel administration; Participates in relevant legal proceedings, when necessary.

Other Important Duties*

- Establish departmental performance benchmarks and key indicators; continually analyze budget performance and variances; make appropriate adjustments and report to the Commissioners Court; Actively participate in interdepartmental programs and committees, providing sound input; seek self-improvement and continued professional development.
- Oversees preparation of Commissioners Court reports of employment changes;
- Processes invoices for payment and monitors expenditure of Human Resources budget;
- Oversees scheduling of labor pool employees;
- Assists with collecting and compiling data and preparing accurate statistical and other various reports, projects and surveys, including EEOC reports;
- Assists in evaluating training needs and gathers information from outside resources to meet those needs;
- Oversees the Spanish Proficiency Program, including scheduling original and re-certification examinations;
- Oversees the Annual Service Awards program;
- Serves on the County Safety Committee and as administrator of the Sick Leave Pool;
- May develop and update organizational charts for departments;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Objectives, methods, and applicable regulations governing personnel administration in the public sector; federal and state employment law (FLSA, FMLA, ADA, COBRA, HIPAA, EEOC); compensation and classification principles.

Skill to: Operate modern office equipment including a computer using standard word processing and spreadsheet software packages; Operate a 10-key calculator; demonstrate keyboarding proficiency with a high degree of accuracy.

Ability to: Communicate effectively both orally and in writing; operate standard word processing and spreadsheet software; analyze problems and develop solutions; organize complex projects; interact diplomatically with the public; and comprehend and apply the principles and techniques of personnel administration to the public sector.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus three years of related human resources experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Notary Public preferred.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: HUMAN RESOURCES ANALYST

Class No.	206	EEOC Category	Administrative Support
Pay Group	112	FLSA Status	Non-exempt

SUMMARY OF POSITION

Performs administrative and clerical functions in direct support of the Human Resources Director. Handles secretarial details, assists with pre-employment screening and enrollment procedures, and supports day-to-day HR operations.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Human Resources Director.
2. Directs: May be required to supervise subordinate staff.
3. Other: Works closely with other departmental employees, employees in other county departments, and members of the general public.

EXAMPLES OF WORK

Essential Duties*

- Receives and screens phone calls and visitors; assists the public with information regarding job openings, applications, and employment references and verifications; observes confidentiality of all human resources information;
- Manages the job posting process, including preparing and distributing job advertisements; receives, enters, and forwards applications to affected departments for review;
- Schedules post-offer pre-employment testing, prepares new hire packets, processes new hire paperwork, provides orientation to all new employees, establishes personnel files, and reports new hires to the State of Texas; coordinates with the Treasurer's Office on new hire and termination information required for payroll;
- Posts time from bi-weekly payroll sheets, coordinates payroll entries with the Treasurer's Office, and reviews/updates leave balance information monthly, ensuring correct information is accessible in employee timesheet portal;
- Processes all workers' compensation claims; completes required paperwork, tracks injuries and coordinates with supervisors and third-party administrators on case status and benefit payments; monitors employees on workers' compensation leave, assisting with procedural questions and necessary paperwork; stays in contact with the department until disposition of the injury;
- Assists with processing necessary paperwork for FMLA absences, including notification letters, tracking time and making necessary adjustments upon return to work;
- Maintains and updates personnel files, departmental files, and all active and inactive employee records in an organized manner.

Other Important Duties*

- Prepares necessary paperwork for elected officials and department heads for employee status changes;
- Acts as liaison for employees and health insurance company and retirement system;
- Assists with the annual Service Awards process;
- Assists with overseeing the Spanish Proficiency Program, including scheduling original and recertification examinations;
- Performs Employee Exit Interviews;
- Reports terminations to the Unemployment Commission;
- Assists with preparation for Commissioners' Court reports of employment changes;
- Attends and reports to Commissioners' Court, Safety Committee, and Department meetings in the absence of the Human Resources Director;
- Presides at Sick Leave Pool Committee meetings in the absence of the Human Resources Director;
- Assists with preparing work schedules with requesting departments for personnel labor pool employees;
- Assists with all human resources records, including but not limited to job descriptions, employee handbooks and all internal forms;
- May open, log, and distribute incoming mail;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Objectives, methods, and applicable principles of personnel administration.

Ability to: Communicate effectively both orally and in writing; operate standard word processing and spreadsheet software; organize complex tasks and manage multiple deadlines; interact diplomatically with the public; and apply the principles and techniques of personnel administration to the public sector. Computer proficiency required; background in Personnel or Human Resources preferred.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus two years of advanced secretarial or human resources experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Notary Public preferred.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;

- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: COMMISSIONER

Class No.	211	EEOC Category	Executive/Senior Level Official and Manager
Pay Group	Unclassified	FLSA Status	Not Covered

SUMMARY OF POSITION

Each of the four County Commissioners represents one of the four precincts into which the county is divided. The four Commissioners and the County Judge together constitute the Commissioners Court, which serves as the governing body of Polk County.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: The citizens of Polk County (elected position).
2. Directs: Precinct work crew employees and other assigned departmental staff.
3. Other: Has contact with county employees, department heads, other governmental agencies, and the general public.

EXAMPLES OF WORK

Essential Duties*

As a member of the Commissioners Court:

- Approve and control the county budget, supervise the expenditure of all county funds, set the annual tax rate, and approve the county's tax roll; Issue bonds, subject to public approval, for construction of buildings, roads, etc.;
- Oversee the county's responsibilities for roads, bridges, parks, courthouse, jail, and other facilities;
- Oversee the county's responsibilities for human services, health services, law enforcement, prosecution, courts, corrections, safety, and other services;
- Set policy, appoint department heads, authorize expenditures, and address countywide administrative matters; issues notices, citations, writs, and processes as necessary for the proper execution of posers and duties imposed by the Commissioners Court and to enforce its jurisdiction.
- Contracts with other governments for accomplishments of mutual concern and responsibility;

As a precinct elected official:

- Hire, supervise, and directs precinct employees; ensures that county policies and procedures are followed;
- Represents the county in intergovernmental and community matters; serves as designated liaison to governmental entities and community groups as assigned by the Commissioners Court;

- Assists the Commissioners Court, county departments, elected officials, and other individuals and organizations in regard to park and facilities planning, subdivisions and septic systems, road and bridge facilities, drainage, fire and EMS services and facilities, and other matters affecting their precinct.

Other Important Duties*

- Establish departmental performance benchmarks and key indicators; continually analyze budget performance and variances; make appropriate adjustments and report to the Commissioners Court; Actively participate in interdepartmental programs and committees, providing sound input; seek self-improvement and continued professional development.
- Assists individuals and organizations who need information or services from other governmental entities;
- Appears on behalf of the county before state legislative committees, state boards and commissions, federal congressional committees and agencies, and other governments' governing bodies;
- Welcomes organizations and individuals to the county and assists with economic development;
- Performs other duties as specified by law.

QUALIFICATION REQUIREMENTS

A candidate for County Commissioner must be a citizen of the United States, have lived in the State of Texas for a period of twelve months before the date of any primary, general, or special election, and have lived in Polk County for six months before such election and in the precinct for which the office is to be filled.

TERM OF OFFICE

Each County Commissioner is elected for a four-year term.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: ASSISTANT TO COMMISSIONERS COURT

Class No.	212	EEOC Category	Administrative Support
Pay Group	115	FLSA Status	Exempt

SUMMARY OF POSITION

Coordinates, facilitates, and/or performs administrative, promotional, secretarial, budgetary, and legal support duties for Commissioners' Court. Represents the Court at meetings and events, responds to inquiries from elected officials, county employees, and the general public, and maintains support documentation for the Court.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Commissioners Court.
2. Directs: Subordinate departmental personnel.
3. Other: Has daily contact with elected officials, county employees, legal professionals, vendors, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Promotes the public and professional image of Commissioners Court; represents the Court at special functions and attends meetings with public groups on issues within the scope of the county;
- Ensures court agendas are prepared and posted within statutory guidelines; prepares Commissioners Court packets and assists Commissioners with court preparation; ensures proper placement of complete applications and action items on the agenda, including subdivision, RV Park, and Tiny Home/Mobile Home Park Rental Community matters;
- Maintains the county website, ensuring the county remains compliant with statutory guidelines for public notices; schedules and prepares Proclamations and Resolutions for monthly observations;
- Maintains Oaths & Bonds for elected officials and Reserve Deputy Constables; reviews, tracks, and invoices as required; maintains the Personnel Database for Commissioners' Court records, including adding new contacts and entering Personnel Action Forms after court approval;
- Coordinates off-system bridge replacement correspondence: upon TxDOT notification to the Commissioner identifying a bridge to be replaced and the impacted landowners, prepares and mails letters with required pamphlets to affected landowners;
- Administers school land lease agreements: processes yearly lease payments and maintains current insurance documentation from leaseholders; assists the Court in negotiating lease agreement contracts every five years; maintains the relationship between the Court and leaseholders; and assists AgriLife in maintaining annual reports for leased land improvements;

- Receives and processes lease payments from renters; tracks payment receipts to ensure timely collection;

Other Important Duties*

- Prepares Personnel Action Form court listings for Commissioners' Court consideration; reviews exit interviews for the County Judge's signature and returns completed documents to HR and the applicable Department Head or Elected Official;
- Maintains capacity count logs for the jail and IAH Secure Adult Detention Facility; prepares Detention Facility billing for ICE and USMS;
- Reviews and processes Pauper Burial and Mental Health Court Commitment expenses; prepares monthly and quarterly payments for the Commissioners' Court department;
- Manages the Amazon purchasing process for county departments: receives requests, places orders, sends receipts to the requesting department and copies the Auditor's Office and Purchasing/Procurement, tracks delivery, coordinates returns and exchanges for defective or incorrect items, and tracks refunds;
- Keeps a log of legal advisory activity and billing for Polk County;
- Assists with budget preparation for the Commissioners' Court department;
- Performs direct secretarial support for the Commissioners and other staff, including composing and typing reports, memos, and correspondence; prepares and issues purchase order numbers; maintains current inventory of supplies; performs bookkeeping tasks including issuing invoices, accepting deposits, receipting monies received, and balancing ledgers;
- Performs receptionist duties including greeting the public, answering the telephone, taking messages, and providing information;
- May open, log, and distribute incoming mail;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Structure and operation of county government; Commissioners' Court procedures and statutory requirements; business English, spelling, punctuation, math, and office practices.

Skill to: Operate a computer using standard word processing and spreadsheet software packages with a high degree of accuracy.

Ability to: Use equipment and materials; communicate effectively both orally and in writing; exercise independent judgment on routine matters; manage multiple concurrent responsibilities and deadlines; establish and maintain effective working relationships with county employees and officials, other agencies, and the general public.

ACCEPTABLE EXPERIENCE AND TRAINING

Graduation from high school, or its equivalent, plus two years of related experience, including at least two years of office management experience with supervisory responsibilities;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Certification as a Notary Public preferred.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: DIRECTOR OF GRANTS, CONTRACTS & PROCUREMENT

Class No.	214	EEOC Category	First/Mid Level Officials and Managers
Pay Group	117	FLSA Status	Exempt

SUMMARY OF POSITION

Serves as department head of the Grants, Contracts & Procurement Department. Leads countywide grant and contract administration, manages designated County grant programs through the full funding lifecycle, supervises department staff, and serves as the County's representative on assigned grant-funded capital and infrastructure projects from initiation through closeout. Reports directly to Commissioners' Court.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Commissioners' Court.
2. Directs: Purchasing & Procurement Coordinator; assigned support staff.
3. Other: Has frequent contact with all county departments, elected officials, Commissioners' Court, municipalities, regional, state, and federal agencies, and contractors.

EXAMPLES OF WORK

Essential Duties*

- Leads the full grant lifecycle for assigned County programs, including identifying and pursuing funding opportunities, developing applications, managing implementation, monitoring compliance, overseeing financial activities including expenditures, reimbursements, and reporting, and coordinating closeout; develops and manages program and departmental budgets related to assigned grants;
- Serves as the central countywide point of coordination for grant and contract activities; assists departments in identifying funding opportunities and developing applications; provides guidance on compliance requirements, reporting obligations, and grant administration processes; maintains centralized tracking systems, timelines, and documentation for all departmental grant and contract activity;
- Serves as the County's representative on assigned grant-funded projects from initiation through closeout; monitors project scope, schedule, and budget; reviews contractor invoices, change orders, and project financials for accuracy and compliance; conducts site visits; coordinates with architects, engineers, contractors, and consultants; identifies and mitigates risks, delays, and conflicts;
- Supervises department staff, including the Purchasing & Procurement Coordinator and assigned support personnel; provides hiring recommendations, training, performance evaluation, and disciplinary oversight;
- Prepares and presents reports, project updates, financial summaries, and recommendations to Commissioners' Court; serves as primary liaison for assigned programs with external agencies, community partners, and stakeholders.

Other Important Duties*

- Establish departmental performance benchmarks and key indicators; continually analyze budget performance and variances; make appropriate adjustments and report to the Commissioners Court; Actively participate in interdepartmental programs and committees, providing sound input; seek self-improvement and continued professional development;
- Supports grant-related audits, site visits, and monitoring reviews across county departments;
- Facilitates project meetings, supports decision-making processes, and documents key actions and outcomes;
- Provides training and technical assistance to county departments on grant, contract, and compliance matters;
- Supports special projects and county initiatives as directed;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Grant lifecycle management and compliance requirements; federal, state, and local funding regulations, including disaster recovery programs; government budgeting and financial practices; contract administration principles; construction project coordination and owner's representation.

Skills in: Leadership and staff management; program and project coordination; strategic planning and problem-solving; written and verbal communication; financial tracking and reporting; Microsoft Office and database systems.

Ability to: Manage multiple complex programs and projects simultaneously; balance independent program leadership with countywide coordination responsibilities; interpret and apply regulatory and contractual requirements; build and maintain effective working relationships across departments and agencies; exercise sound judgment; maintain organization and accuracy in a high-responsibility environment.

ACCEPTABLE EXPERIENCE AND TRAINING

Bachelor's degree from an accredited college or university in public administration, finance, business, project management, or a related field, plus at least three years of relevant work experience including grant administration or project coordination;

or high school graduation, or its equivalent, and technical training with at least five years of progressively responsible experience in grant administration, contract management, or a closely related field;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Valid Texas motor vehicle operator's license. Notary Public preferred.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;

- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: INMATE WORK SUPERVISOR

Class No.	215	EEOC Category	Protective Service Workers
Pay Group	214	FLSA Status	Non-exempt (FLSA § 207(k))

SUMMARY OF POSITION

Provides corrections services involving the health, safety, and security of inmates and the public in both correctional facility and public work settings. Directs inmate work crews on projects for Road & Bridge and other county departments, monitors prisoner activities, and maintains necessary records.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Jail Administrator.
2. Directs: Inmates.
3. Other: Works closely with departmental employees, other law enforcement agencies and personnel, Road & Bridge administration, other county departments, parole and probation officers, inmates, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Supervises all inmates and they work they perform while in public settings and in the correctional facility; ensures the safety, security, and appropriate conduct of inmates at all times; intervenes in and resolves crisis situations including physical restraint of inmates as necessary;
- Works with Road & Bridge Administration to plan and ascertain completion of assigned projects; works with all county departments and the public supervising inmates on special projects;
- Photographs and fingerprints new inmates; conducts inspections, shakedowns, and inmate searches; confiscates, inventories, and stores property from new inmates and releases property to outgoing prisoners; dresses out inmates and escorts them to their cells;
- Completes, checks, and processes official papers and documents; ensures all inmate information is entered into the computer; maintains and updates inmate records including personal history and medical records; keeps records of incidents and activities during shift;
- Conducts head counts; conducts safety inspections of fire exits and equipment; assists medical staff with distributing medications to inmates; serves or supervises the serving of meals to inmates; assists with the personal needs of inmates including telephone calls, mail, laundry, visits, bedding, personal hygiene, and commissary; monitors and assists visitors and maintains visitor lists; conducts and supervises recreational programs including overseeing religious services.

Other Important Duties*

- Assists dispatch with calls when necessary, including answering Crime Stoppers calls;
- Assists with warrants and researches records for Deputies and/or Detectives;
- May be assigned to transportation and court security duties;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Laws, departmental policies, rules, regulations, instructions, and correctional literature regarding the custody of persons.

Ability to: Train, supervise, motivate, and evaluate staff; understand and follow oral instructions; write clear and concise reports; maintain complete records; establish and maintain effective working relationships with county employees and officials, inmates, and the general public; and maintain appropriate certifications.

Other: May be required to translate between Spanish and English.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation and one year of corrections experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Basic certification as a Corrections Officer from the Texas Commission on Law Enforcement Officers Standards and Education. Certification as a Peace Officer or as an Armed Corrections Officer from the Texas Commission on Law Enforcement Officers Standards and Education is required.

PHYSICAL REQUIREMENTS*

- Ability to stand, walk, run, kneel, crouch, and climb as required during field operations;
- Ability to pursue, restrain, and control individuals when necessary;
- Sufficient strength and stamina to perform physically demanding tasks, including lifting and carrying up to 50 pounds;
- Visual and auditory acuity sufficient to operate a firearm safely and observe field conditions;
- Ability to operate a motor vehicle and department-issued equipment for extended periods;
- Ability to work irregular hours, rotating shifts, nights, weekends, and on-call as required;
- Ability to tolerate high-stress situations and respond calmly and effectively.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: COUNTY AUDITOR

Class No.	301	EEOC Category	Professionals
Pay Group	Unclassified	FLSA Status	Exempt

SUMMARY OF POSITION

Appointed by the District Judges. Responsible for overall managerial responsibility for internal county auditing and accounting functions, approving all claims against the county prior to submission to Commissioners Court, and reporting on the county's financial status to the Commissioners Court and District Judges.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: District Judges.
2. Directs: Subordinate departmental staff.
3. Other: Has contact with all county department heads, Commissioners Court, and accounting and audit officials in local, state, and federal government agencies and the private sector.

EXAMPLES OF WORK

Essential Duties*

- Provides general oversight of county books and records related to collection and disbursement of revenues, funds, and fees; supervises complex accounting systems showing all transactions of the county relating to accounts; contracts, indebtedness, receipts, and disbursements;
- Examines and approves all claims, bills, and accounts against the county before submission to Commissioners Court; checks all reports relating to finance and reports on same to the Commissioners Court;
- Organizes and supervises internal audits of county departments and funds; assists external auditors; prepares monthly and annual reports to the Commissioners Court and District Judges showing the aggregate amounts received and disbursed from each fund, the condition of each account, the amount of county, district, and school funds on deposit in the county depository, and such other data as requested;
- Maintains accounts of all monies accruing to county offices; has access to all financial accounts of other offices and the Commissioners Court and monitors these accounts for correctness;
- Prescribes and prepares forms for use by all persons in collection of county revenues; establishes methods for keeping accounts and making reports; prepares estimates of revenues and expenses for the Commissioners Court.

Other Important Duties*

- Establish departmental performance benchmarks and key indicators; continually analyze budget performance and variances; make appropriate adjustments and

report to the Commissioners Court; Actively participate in interdepartmental programs and committees, providing sound input; seek self-improvement and continued professional development;

- Performs such other duties as may be required by statute or as assigned by the District Judges or Commissioners Court.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Modern office procedures and equipment, including extensive knowledge of computerized accounting systems; fiscal management and budget control; state and federal laws applicable to administrative and regulatory functions.

Ability to: Apply generally accepted accounting and financial management principles with special emphasis on governmental accounting, reporting, and auditing; establish and maintain effective working relationships with county officials, department heads, and audit officials; hire, supervise, and train employees; communicate effectively both orally and in writing; present complex financial data in a format easily understood by a non-financial audience; and make sound decisions under stress.

QUALIFICATION REQUIREMENTS

Statutory requirements: good moral character, intelligence, and competent business ability; residence in county during term of appointment; and two years of experience as an accountant.

Any combination of education and experience equivalent to a bachelor's degree in accounting, finance, business, or a related field plus six years of related experience, at least two years of which were as an accountant and included managerial and supervisory responsibilities.

CERTIFICATES AND LICENSES REQUIRED

CPA is desirable.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: ASSISTANT COUNTY AUDITOR I

Class No.	302	EEOC Category	Administrative Support
Pay Group	Unclassified	FLSA Status	Non-exempt

SUMMARY OF POSITION

Manages front office operating activities for the County Auditor's Office. Operates the multiline phone system, scans and files documents, assists with purchase requisition preparation, prepares reports, and performs secretarial and clerical duties.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Assistant to the County Auditor.
2. Directs: This is a non-supervisory position.
3. Other: Has contact with all county departments and external auditors; works closely with the County Treasurer's Office.

EXAMPLES OF WORK

Essential Duties*

- Answers incoming calls and disseminates calls and/or messages to the appropriate individual; greets visitors and assists the public with inquiries;
- Scans, files, and maintains all documentation and supporting information; maintains office supply inventory and places orders as necessary;
- Enters information into computer database, compiles report data, and produces computerized reports;
- Examines and verifies billing and disbursement information for the county; prepares utility billings for processing;
- Ensures receipts and expenditures for county funds are properly accounted for and that work papers are prepared for internal and external auditor use;
- Assists Auditor with assigned duties, including but not limited to, internal auditing, accounting, and budgeting for the county.

Other Important Duties*

- Assists other county departments with financial reports, purchase requisitions, assignment of appropriate budget codes, and miscellaneous questions;
- Assists external auditors in locating claims, assets, and documentation and in preparing work papers;
- May assists in the preparation, review, and posting of purchase requisitions to the appropriate accounts;
- May reconcile billing for proper payment including credit cards;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Skill to: Operate a multiline telephone system and standard office equipment including copier and computer; demonstrate keyboarding proficiency with a high degree of accuracy.

Ability to: Establish and maintain effective working relationships with county employees, vendors, and the general public; perform mathematical computations; understand and follow instructions and communicate effectively both orally and in writing.

Other: May be required to translate between Spanish and English.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent;

or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

None.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: ASSISTANT COUNTY AUDITOR II

Class No.	303	EEOC Category	Administrative Support
Pay Group	Unclassified	FLSA Status	Non-exempt

SUMMARY OF POSITION

Performs an integral role in the financial operations and safeguarding of county assets. Duties include processing accounts payable, accounting for fixed assets and registrations, completing monthly billings, and completion and review of bank reconciliations. Assists the County Auditor with internal auditing and accounting functions and ensures receipts and expenditures are properly accounted for.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Assistant to the County Auditor.
2. Directs: This is a non-supervisory position.
3. Other: Has contact with all county departments and external auditors; works closely with the County Treasurer's Office.

EXAMPLES OF WORK

Essential Duties*

- Enter payables, assign expenses from the county budget, and process payment of invoices correctly for each department throughout the county;
- Examine and verifies billing and disbursement information; review and post requisitions to appropriate accounts; balance funds and accounts with other intra-county departments; assist other county departments with financial reports;
- Prepare bank reconciliations for county departments and probation; review departmental reports and receipts to determine if cash is posted correctly; analyze monthly/quarterly reports to ensure account balances;
- Complete monthly billing and quarterly reporting; run monthly Auditor's report, email it to Commissioners Court, and upload it to the county website;
- Track fixed assets and manage surplus asset disposition; document errors found in analysis of monthly reporting and receipts for correction;
- Assists external auditors in location claims, assets, documentation, etc.
- Review and enter payables, print checks, and check batch reports; issue 1099s to vendors annually.

Other Important Duties*

- Assist the County Auditor in annual budget preparations;
- Prepare documentation for standard audits of county departments;
- May assist with purchase requisitions, assignment of appropriate budget codes, and miscellaneous questions or problems;

- May assist with annual bid process;
- May attend educational seminars and conferences;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Accepted accounting practices and principles; current office practices and procedures; state laws and statutes pertaining to records and accounting procedures required in maintaining and auditing statutory county offices; computerized accounting systems.

Skill to: Operate a 10-key calculator in performing complex arithmetic calculations quickly and accurately; operate office equipment and computers efficiently; create spreadsheets for various tasks.

Ability to: Learn departmental policies, rules, regulations, and procedures; adopt and apply established methods to varied accounting transactions; interpret financial statements; complete and prepare accurate accounting reports of moderate complexity with minimal supervision; enter and retrieve data; establish and maintain effective working relationships with county employees and external auditors; make sound decisions under stress.

QUALIFICATION REQUIREMENTS

High school graduation, or its equivalent (further education with an emphasis on accounting, auditing, or business preferred);

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Certified as a Notary Public.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: ASSISTANT TO THE COUNTY AUDITOR

Class No.	304	EEOC Category	Administrative Support
Pay Group	Unclassified	FLSA Status	Exempt

SUMMARY OF POSITION

Assists the County Auditor with internal auditing, accounting, and budgeting for the county. Ensures receipts and expenditures for county funds are properly accounted for and documentation is prepared for internal and external auditor use. Acts as County Auditor in the event of the Auditor's absence.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: County Auditor.
2. Directs: Subordinate departmental personnel.
3. Other: Has contact with all county departments and external auditors; works closely with the County Treasurer's Office.

EXAMPLES OF WORK

Essential Duties*

- Examines and verifies billing and disbursement information for the county; reviews and posts requisitions and receipts to appropriate accounts; balances funds and accounts with other intra-county departments;
- Maintains various insurance and tax reports; maintains property and auto insurance and submits all claims;
- Assists external auditors in locating claims, assets, and documentation; prepares work papers for standard audits of county departments;
- Assists other county departments with financial reports, purchase requisitions, budget codes, and miscellaneous financial questions; assists the County Auditor in annual budget preparations;
- Assumes duties of the County Auditor in that person's absence, including attending Commissioners' Court meetings.

Other Important Duties*

- Attends educational seminars related to county auditing and accounting;
- Notarizes documents for the public.
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Generally accepted accounting practices and principles; current office practices and procedures; state laws and statutes pertaining to records and accounting

procedures required in maintaining and auditing statutory county offices; computerized accounting systems.

Skill to: Operate office equipment and computers in performing routine and complex mathematical calculations, spreadsheet, and word processing functions accurately and efficiently.

Ability to: Learn departmental policies, rules, regulations, and procedures; adopt and apply established methods to varied accounting transactions; interpret financial statements and prepare accurate accounting reports of moderate complexity with minimal supervision; enter and retrieve data; establish and maintain effective working relationships with county employees and external auditors; make sound decisions under stress; and maintain appropriate certifications.

QUALIFICATION REQUIREMENTS

High school graduation, or its equivalent (further education with an emphasis on accounting, auditing, or business preferred), plus four years of accounting or related work experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Certification as a Notary Public. Certified Public Accountant or satisfactory completion of parts of the CPA examination preferred.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: INTERNAL AUDITOR

Class No.	305	EEOC Category	Administrative Support
Pay Group	Unclassified	FLSA Status	Non-exempt

SUMMARY OF POSITION

Performs grant compliance and internal audit work for the County Auditor across all departments and entities that collect revenues or receives financial assistance from the county or grants. Assesses the effectiveness of controls, the accuracy of financial records, and the efficiency of county operations. Responsible for the timely scheduling and performance of financial, operational, compliance, and assurance audits countywide.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: County Auditor.
2. Directs: This is a non-supervisory position.
3. Other: Has contact with all county departments and external auditors.

EXAMPLES OF WORK

Essential Duties*

- Completes various grant related activities to ensure that grants remain in compliance;
- Develops and prepares audit programs for county departments and agencies receiving county or grant funding
- Plans, conducts, and reports on county-wide activities such as financial reporting, internal controls, and revenue collections;
- Performs audit fieldwork including transaction testing, account reconciliations, on-site audits, physical inventory counts and reconciliation, cash counts, bank account reconciliation reviews, and on-site inspections of accounting and budget systems;
- Analyzes data for evidence of deficiencies in controls, duplication of effort, fraud, or lack of compliance with laws and policies; prepares written reports of findings and recommendations for management;
- Interviews staff and department heads while verifying department records to ensure recording of transactions and compliance with applicable laws and regulations;
- Conducts audit follow-ups for timeliness and accuracy; maintains audit control logs; consults with and advises county department heads and officials regarding internal audit scheduling and results.

Other Important Duties*

- Assists in the development or modification of existing auditing policies and procedures;
- Performs such other duties as may be assigned by the County Auditor.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Federal, state, and local laws and protocols related to county government and public accounting and auditing; principles, practices, and techniques of the auditing process and governmental accounting; Polk County regulations, policies, and procedures; budgetary accounting, procurement, and inventory control; accounting software systems and modern business office practices and procedures.

Skill to: Direct and participate in internal auditing activities; maintain accounting records and prepare reports; apply mathematical and statistical concepts; work with sensitive information under stressful conditions; establish and maintain effective working relationships; communicate clearly and concisely both orally and in writing.

Ability to: Work independently; manage multiple tasks and deadlines; identify problems and develop solutions; keep others appropriately informed.

QUALIFICATION REQUIREMENTS

Bachelor's degree in business, accounting, or closely related area plus three years of work experience, preferably in governmental accounting and auditing. CPA, CIA, CFE, or CGAP certification may substitute for one year of experience;

or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

CIA or other internal auditing certification is a plus. Must have or obtain a valid Texas driver's license with a driving record acceptable to Polk County.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Revised: June 2026

Job Description: PROCUREMENT COORDINATOR

Class No.	306	EEOC Category	Administrative Support
Pay Group	114	FLSA Status	Non-exempt

SUMMARY OF POSITION

Performs purchasing and procurement work involving the acquisition of commodities, equipment, and services for Polk County in accordance with applicable guidelines, rules, policies, and laws. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Grants & Contracts Coordinator.
2. Directs: Does not supervise other employees.
3. Other: Has frequent contact with all county departments, Commissioners Court, municipalities, regional, state and federal agencies, vendors, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Ensures that county purchases under Chapter 262, Subchapter C of the Texas Local Government Code comply with competitive bidding requirements; ensures that procurement for all grants meets federal requirements;
- Prepares bid specifications and formal solicitation documents for commissioners court approval, verifying accuracy, terminology, and specifications; distribute bid invitations to vendors; review and tabulate vendor responses for presentation to commissioners court, attending scoring committee meetings as needed to ensure Local Government Code is followed in scoring process; notify vendors of award; may negotiate with vendors to develop best offer and recommend contract awards;
- Ensures vendors are eligible to conduct business in the State of Texas; monitors vendor performance to ensure proper and timely delivery of goods and services; administers corrective actions with vendors and negotiates extensions or modifications to contracts;
- Reviews requisitions for completeness and compliance before processing; generates purchase orders accurately and in a timely manner; coordinates with internal stakeholders to obtain necessary approvals; track and monitor purchase orders to ensure timely delivery and resolve any discrepancies;
- Manages the county credit card program, issuing cards pursuant to approved credit card policies; processes and audits credit card receipts for accuracy, receipt of material, and compliance with purchasing policies; reconcile county credit card bills;
- Manages the county shared use vehicle program;

- Routinely reviews purchasing-related policies, procedures, and systems, recommending revisions as needed; monitors legal and regulatory requirements pertaining to purchasing and procurement; provides training to county departments on procurement practices.

Other Important Duties*

- Compiles and maintains a qualified bidders list; prepares and distributes bid invitations; tabulates bids;
- Maintains organized records of purchase orders, contracts, and supplier information using the county financial system;
- Provide a wide variety of written materials, including reports, memoranda, correspondence, questionnaires, directives and presentations, and disseminates to appropriate individuals;
- Maintains purchasing and procurement reports, records, and files;
- Provide documentation for all records requests pertaining to formal bids;
- Prepare regularly scheduled and ad hoc reports;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Purchasing and procurement methods and procedures; state procurement principles and practices; assigned commodities and products on the open market; supply sources; principles of business administration and accounting.

Skills in: Problem solving and use of a computer and applicable software.

Ability to: Work well in a fast-paced environment and manage multiple priorities; perform arithmetical computations; evaluate bids; develop methods and procedures for locating supply sources; maintain a system of recordkeeping; maintain effective working relationships with vendors and suppliers; communicate effectively; develop work plans and evaluate program goals.

ACCEPTABLE EXPERIENCE AND TRAINING

Experience in the purchasing and procurement of goods and services. Bachelor's degree from an accredited college or university in business administration, public administration, accounting, finance, or a related field is generally preferred. Experience and education may be substituted for one another;

or high school graduation, or its equivalent, and technical training with at least two years of experience in purchasing or procurement;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Valid Texas motor vehicle operator's license required.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Revised: May 2026

Job Description: TAX ASSESSOR-COLLECTOR

Class No.	401	EEOC Category	Executive/Senior Level Official and Manager
Pay Group	Unclassified	FLSA Status	Not Covered

SUMMARY OF POSITION

Responsible for assessing property for the purpose of taxation, receiving and processing taxes collected in the county, and administering motor vehicle registration.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: The citizens of Polk County (elected position).
2. Directs: Subordinate departmental personnel.
3. Other: Has contact with all county taxing entities, the Polk County Appraisal District, the Texas Department of Motor Vehicles, other governmental agencies, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Appoints and supervises staff necessary to carry out statutory functions in accordance with budget authorized by Commissioners Court; plans for the future services and budgetary needs of the department; manages the personnel, equipment, facilities, and finances assigned to the department;
- Assesses and collects property taxes for the county and other taxing entities in Polk County; receives, deposits, accounts for, and remits taxes collected to all taxing entities on a daily basis;
- Prepares a current and cumulative delinquent tax roll each year, delivers notices of delinquency, and seizes property if applicable; prepares and delivers reports to taxing entities on a weekly and monthly basis;
- Registers and transfers motor vehicle registrations; issues certificates of title for automobiles and motor boats;
- Collects and deposits motor vehicle and motor boat sales taxes, use taxes, and registration fees; issues liquor, beer, and wine licenses;
- Establish departmental performance benchmarks and key indicators; continually analyze budget performance and variances; make appropriate adjustments and report to the Commissioners Court; Actively participate in interdepartmental programs and committees, providing sound input; seek self-improvement and continued professional development.

Other Important Duties*

- Evaluates the services and employees of the department;
- Performs other duties as specified by law.

QUALIFICATION REQUIREMENTS

Must be a citizen of the United States, have lived in the State of Texas for a period of twelve months before the date of any primary, general, or special election, and have lived in Polk County for six months before such election.

TERM OF OFFICE

The Tax Assessor-Collector is elected for a four-year term.

CERTIFICATES AND LICENSES REQUIRED

Must be bondable as prescribed by Section 6.28 of the State Property Tax Code. Must be certified by the State Board of Tax Professional Examiners and recertified every five years as prescribed by applicable statutes.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: DELINQUENT TAX SPECIALIST

Class No.	404	EEOC Category	First/Mid Level Officials and Managers
Pay Group	117	FLSA Status	Exempt

SUMMARY OF POSITION

Performs administrative, legal clerical, and secretarial support services associated with the collection of delinquent taxes. Serves the Tax Office, county personnel, and the law firm contracting with the county for the collection of delinquent taxes.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: County Judge and the County's contracted Delinquent Tax Collection firm.
2. Directs: Supervises Legal Assistant/Abstractor.
3. Other: Works closely with departmental employees, other county departments, tax-related entities, the general public, and the county's delinquent tax collection law firm.

EXAMPLES OF WORK

Essential Duties*

- Proofs legal documents including abstracts, petitions, citations, and other documents related to Sheriff's tax sales; monitors the progress of accounts in the litigation process and makes appropriate updates;
- Provides administrative support for the preparation and execution of Sheriff's tax sales, including gathering buyer information and preparing disbursement requisitions;
- Maintains the inventory of properties held in trust by the county; ensures correct application and disbursement of court costs related to delinquent tax collection litigation;
- Assists taxpayers, Tax Office personnel, other entities, and the general public with inquiries regarding delinquent accounts; arranges payment installment agreements with taxpayers and approves agreements established by other Tax Office personnel for accounts in litigation;
- Processes tax payments; supervises, trains, and evaluates the Legal Assistant/Abstractor;
- Establish departmental performance benchmarks and key indicators; continually analyze budget performance and variances; make appropriate adjustments and report to the Commissioners Court; Actively participate in interdepartmental programs and committees, providing sound input; seek self-improvement and continued professional development.

Other Important Duties*

- May assist Tax Office personnel with current tax collection efforts;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Legal terminology, applicable codes, procedures, statutes, and courtroom procedures.

Skill to: Operate a computer using standard word processing software and operate basic office equipment.

Ability to: Communicate effectively both orally and in writing (requires good interviewing skills); gather, analyze, and evaluate facts and report results clearly and impartially; establish and maintain files; work under pressure; train, supervise, motivate, and evaluate staff; establish and maintain effective working relationships with county employees, outside agencies, and the general public.

ACCEPTABLE EXPERIENCE AND TRAINING

Bachelor's degree plus one year of experience in a legal setting;

or high school graduation, or its equivalent, and graduation from an accredited legal assistant or paralegal program plus two years of experience in a legal setting;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Certification as a Paralegal desirable.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: LEGAL ASSISTANT/ABSTRACTOR

Class No.	405	EEOC Category	Administrative Support
Pay Group	115	FLSA Status	Non-exempt

SUMMARY OF POSITION

Performs administrative, legal clerical, and secretarial support services for the delinquent tax collection division of the Tax Assessor-Collector's office. This position is contingent upon the agreement executed between the County and the law firm contracting for the collection of delinquent taxes.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Delinquent Tax Specialist.
2. Directs: This is a non-supervisory position.
3. Other: Works closely with departmental employees, other county departments, the general public, and the delinquent tax collection firm contracted by the county.

EXAMPLES OF WORK

Essential Duties*

- Provides assistance and support services to the Delinquent Tax Specialist; prepares title work associated with delinquent tax collection litigation efforts;
- Provides information to the Appraisal District and property owners regarding changes in the tax roll associated with delinquent taxes;
- Contacts individuals and/or entities that may have an interest in property targeted for litigation;
- Files and distributes responses to notifications of legal action pertaining to delinquent taxes;
- Receives and logs all bankruptcy correspondence associated with delinquent tax collection; assists taxpayers, Tax Office personnel, and others with inquiries regarding delinquent tax accounts.

Other Important Duties*

- May assist other Tax Office personnel with current tax collection efforts;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Legal terminology, applicable codes, procedures, statutes, and other information related to abstract/title procedures.

Skill to: Operate a computer using standard word processing software and operate basic office equipment.

Ability to: Communicate effectively both orally and in writing; gather, analyze, and evaluate facts and report results clearly and impartially; establish and maintain files; work under pressure; establish and maintain effective working relationships with county employees, outside agencies, and the general public; and maintain appropriate certifications as required.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation and two years of experience in a legal setting related to abstract/title work;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

None.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting in a courtroom or office setting;
- Frequent use of hands and fingers for keyboarding and handling documents;
- Occasional standing, walking, and moving between office and courtroom environments;
- Visual and auditory acuity sufficient for extended reading, document review, and courtroom proceedings;
- Ability to communicate clearly and effectively in a formal setting;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: COUNTY CLERK

Class No.	501	EEOC Category	Executive/Senior Level Official and Manager
Pay Group	Unclassified	FLSA Status	Not Covered

SUMMARY OF POSITION

Responsible for recording and filing legal instruments that prove ownership or interest in real or personal property, instruments concerning commercial activities, and instruments concerning the identity of persons. Serves as clerk of the Commissioners Court and the county's voter registrar, and administers county elections.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: The citizens of Polk County (elected position).
2. Directs: Subordinate departmental personnel.
3. Other: Has contact with county employees, attorneys, courts, other governmental agencies, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Appoints and supervises staff necessary to carry out statutory functions in accordance with budget authorized by Commissioners Court; plans for future services and budgetary needs; manages personnel, equipment, facilities, and finances of the department;
- Records all deeds, conveyances, mortgages, liens, births, deaths, military discharges, marriage licenses, business licenses, and other official instruments, taking payment and issuing receipts; maintains alphabetical indexes for easy retrieval;
- Serves as clerk of the Commissioners Court: posts notices, prepares and maintains minutes of all voting sessions, and indexes and preserves official Commissioners Court records;
- Conducts county-wide elections in accordance with the Texas Election Code; manages voter registration and election records;
- Delegates and performs duties of clerks (records, prepares issuances, collects costs and fines, maintains minutes of proceedings, and indexes records) of the County Court at Law, Probate, and County Civil Courts; maintains the County Clerk's accurate accounting system for all financial transactions;
- Registers and maintains a current list of voters, and provides list of voters to use in selecting names for jury wheel; prepares and delivers voter lists for all taxing jurisdictions prior to elections; retains election documents for statutorily required period;

- Establish departmental performance benchmarks and key indicators; continually analyze budget performance and variances; make appropriate adjustments and report to the Commissioners Court; Actively participate in interdepartmental programs and committees, providing sound input; seek self-improvement and continued professional development.

QUALIFICATION REQUIREMENTS

Must be a citizen of the United States, have lived in the State of Texas for a period of twelve months before the date of any primary, general, or special election, and have lived in Polk County for six months before such election.

TERM OF OFFICE

The County Clerk is elected for a four-year term.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: PROBATE CLERK

Class No.	503	EEOC Category	Administrative Support
Pay Group	108	FLSA Status	Non-exempt

SUMMARY OF POSITION

Provides a variety of accurate clerical or bookkeeping support work involving typing and/or data entry skills for a specific unit or subunit of a county department in accordance with departmental procedures and regulations.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Designated Departmental Supervisor.
2. Directs: This is a non-supervisory position.
3. Other: Has regular contact with other departmental employees, the general public, and one or more of the following: attorneys, abstract and tax offices, and law enforcement officials. May have contact with other county departments, public schools, and with local, state, and/or federal agencies.

EXAMPLES OF WORK

Essential Duties*

- Issues, receives, files, and receipts wills, administration, guardianship, heirship, and small estate papers; processes official records, assumed names, financing statements, and vital statistics including birth certificates, death records, marriage licenses, and school records;
- Prepares and types correspondence, reports, bills, vouchers, dockets, receipts, schedules, minutes, requisitions, notices, court waivers, discharge forms, jury lists, statistical data, and other documents using word processing, spreadsheet, and database software; takes information from the public to complete forms;
- Accepts and posts funds received from taxes, fees, fines, restitutions, judgments, capiases, licenses, certificates, and services; issues receipts accordingly;
- Checks, analyzes, classifies, and alphabetizes materials; maintains statistical data and records; and conducts research as necessary;
- Acts as receptionist, answering questions and directing visitors; operates standard office equipment including computer, copier, postage meter, and cash register; and processes incoming and outgoing mail;
- Performs a variety of clerical functions as needed, including making copies, posting information, ordering office supplies, and assisting with preparation of payroll records;

Other Important Duties*

- Processes and verifies voter registration;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Skill to: operate a computer using standard word processing, data inquiry, or spreadsheet software packages; recommended typing speed is 30 net words per minute with a high degree of accuracy.

Ability to: correctly apply business English, spelling, punctuation, arithmetic, and office practices and procedures; understand and carry out oral and written instructions; learn assigned clerical tasks readily; establish and maintain effective working relationships with other county employees and officials and the general public; and work well with interruptions.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, and six months of responsible clerical work experience, preferably with a governmental entity;

or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Required to be bondable. Certification as a Notary Public desirable.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: COUNTY TREASURER

Class No.	601	EEOC Category	Executive/Senior Level Official and Manager
Pay Group	Unclassified	FLSA Status	Not Covered

SUMMARY OF POSITION

The County Treasurer is the chief custodian of county funds and has primary responsibility for receiving, investing, and disbursing county funds.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: The citizens of Polk County (elected position).
2. Directs: Subordinate departmental personnel.
3. Other: Has contact with all county departments, the County Auditor's Office, financial institutions, and other governmental agencies.

EXAMPLES OF WORK

Essential Duties*

- Appoints and supervises staff necessary to carry out statutory functions in accordance with budget authorized by Commissioners Court; plans for the future services and budgetary needs of the department; manages the personnel, equipment, facilities, and finances assigned to the department;
- Receives, deposits, and accounts for all county funds; issues receipts for all funds received; collects revenues owed to the county (except delinquent taxes); keeps accounts of all receipts and expenditures and makes required reports; keeps daily cash balances; safekeeps all funds collected by the county;
- Disburses funds on the order of the Commissioners Court and honors warrants issued by authorized county officials; signs and disburses bi-weekly payroll checks;
- Serves as investment officer for county funds, maximizing yield after safety and liquidity requirements have been met; keeps records on each investment and maintains an overall investment report; ensures the depository's ability to collateralize county deposits;
- Serves as transfer agent and paying registrar for county-issued bonds;
- Remains current on new laws and regulations pertaining to county funds;

Other Important Duties*

- Establish departmental performance benchmarks and key indicators; continually analyze budget performance and variances; make appropriate adjustments and report to the Commissioners Court; Actively participate in interdepartmental programs and committees, providing sound input; seek self-improvement and continued professional development;

- Evaluates the services and employees of the department;
- Performs other duties as specified by law.

QUALIFICATION REQUIREMENTS

Must be a qualified voter and resident of the county, a citizen of the United States, have lived in the State of Texas for a period of twelve months before any primary, general, or special election, and have lived in Polk County for six months before such election.

TERM OF OFFICE

The County Treasurer is elected for a four-year term.

CERTIFICATES AND LICENSES REQUIRED

Must be bonded and must attend a continuing education course of twenty classroom hours at least once in any 24-month period.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: CHIEF DEPUTY – TREASURER

Class No.	603	EEOC Category	Administrative Support
Pay Group	114	FLSA Status	Non-exempt

SUMMARY OF POSITION

Performs a variety of clerical, bookkeeping, and financial activities for the County Treasurer in accordance with departmental procedures and regulations. May manage and prioritize duties at the discretion of the Treasurer. Assumes some duties of the Treasurer in the Treasurer's absence.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: County Treasurer.
2. Directs: This is a non-supervisory position.
3. Other: Has regular contact with other county employees, the general public, public schools, and local, state, and/or federal agencies.

EXAMPLES OF WORK

Essential Duties*

- Records, maintains, and compiles statistical, operational, and fiscal data, exercising judgment as to proper categorization of data; prepares and submits required reports; transfers information from reports, code numerically, and post to a prepared code sheet, ledger, or journal; types correspondence, bills, vouchers, receipts, schedules, and other financial documents;
- Maintains current knowledge of statutes, rules, and regulations relating to Treasury functions; resolves problems arising with the public or other county departments relating to department responsibilities;
- Reviews, validates, and processes documents requiring considerable knowledge and expertise in particular area(s); provides information to the public about the policies and procedures of the department;
- Receives and issues receipts for tax payments; provides an accounting of cash balances daily and ensures that cash balances with receipts issued;
- Prepares payroll, including reviewing employee time sheets;
- Coordinates yearly tax levy received by the County Treasurer;
- Creates and maintains manual and/or computerized files and records; assumes duties of the Treasurer in that person's absence.

Other Important Duties*

- Receives and processes bills for payment; may monitor expenditures and/or revenues related to department;

- Answers incoming calls and disseminates calls and/or messages to the appropriate individual; greets visitors and assists the public with inquiries;
- Performs general clerical duties, including filing, indexing and recording information, making copies, and sorting and distributing mail;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Skill to: Operate a computer using standard word processing, data inquiry, or spreadsheet software packages; demonstrate keyboarding proficiency with a high degree of accuracy.

Ability to: Keep accurate bookkeeping records; apply business English, spelling, math, and office practices; make decisions in accordance with departmental rules, regulations, and statutes; maintain complex records and files; prepare technical or statistical reports; establish and maintain effective working relationships with county employees, officials, and the general public; make sound decisions in stressful situations; communicate effectively both orally and in writing; and work with interruptions.

ACCEPTABLE EXPERIENCE AND TRAINING

Bachelor's degree plus two years of responsible clerical work experience (preferably with a governmental entity);

or high school graduation, or its equivalent (further education in business, accounting, management, or legal training preferred), and three years of responsible clerical work experience (preferably with a governmental entity);

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Required to be bondable. Certification as a Notary Public desirable.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: IT AND SYSTEMS ADMINISTRATOR

Class No.	701	EEOC Category	Professionals
Pay Group	120	FLSA Status	Exempt

SUMMARY OF POSITION

Oversees acquisition, implementation, and operation of county computer hardware and software systems. Duties include purchasing hardware and software, instructing employees in their use, maintaining network infrastructure, and performing various technical and complex information technology projects as required.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Commissioners Court.
2. Directs: Subordinate departmental personnel.
3. Other: Has frequent contact with other county employees (especially department heads), vendors, computer professionals, and state and local agencies.

EXAMPLES OF WORK

Essential Duties*

- Assesses need for, plans, and executes county hardware and software acquisitions; solicits bids for and negotiates sales of surplus hardware;
- Oversees and implements installation, operation, and modification of county computer hardware and software, including networking infrastructure, cables, and operating systems;
- Conducts daily activities associated with the user support system, including technical advice and assistance to county employees regarding programs and operations;
- Coordinates training schedules on computer equipment and software; educates county employees in the operation of hardware and software, as necessary;
- Maintains inventory of computer and server equipment; maintains current knowledge of hardware and software availability and issues; prepares county-wide backups.

Other Important Duties*

- Performs various assigned projects including networking infrastructure, internet connectivity, and computer upgrades for county offices;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Hardware and software installation and operation procedures; networking installations; tools and equipment used in computer installation, repair, and maintenance.

Ability to: Train, supervise, motivate, and evaluate staff; efficiently utilize software packages; understand and apply computer networking procedures; establish and maintain effective working relationships with vendors and county employees; communicate effectively both orally and in writing; assess and diagnose computer malfunctions; and teach software operation to county employees.

ACCEPTABLE EXPERIENCE AND TRAINING

Bachelor's degree plus four years of related experience;

or bachelor's degree in computer science or related field with two years of related experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

None.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: LEAD COMPUTER SPECIALIST

Class No.	702	EEOC Category	Professionals
Pay Group	116	FLSA Status	Non-exempt

SUMMARY OF POSITION

Performs and delegates computer systems support work for Polk County. Provides hardware support, troubleshooting, and technical assistance for end users; assists with systems maintenance; and serves as lead worker in the IT department, delegating assignments and providing guidance to Computer Specialists.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: IT Director.
2. Directs: Assists in training and delegating assignments to all Computer Specialists.
3. Other: Has regular contact with other departmental employees, county departments, and local agencies.

EXAMPLES OF WORK

Essential Duties*

- Installs, maintains, and repairs hardware, software, and computer equipment; assists in troubleshooting and resolving routine and moderately complex hardware and software problems; assists in updates to personal computer and server application programs;
- Provides technical advice and assistance to users, including setting up equipment for employee use, ensuring proper installation of cables, operating systems, and appropriate software, and assisting departments with implementation and use of programs;
- Assists in training and delegating assignments to Computer Specialists; reviews and guides the work of Computer Specialists to ensure accuracy and consistency; may develop user guides for products, systems, and training;
- Conducts daily backup of the county computer system; maintains and interprets current information regarding county computer systems and technical data; maintains an inventory of county computer equipment;
- Maintains appropriate security controls over hardware and software at the end-user level; performs virus removal and PC cleanup; escalates network-level or infrastructure-level security matters to the IT Director.

Other Important Duties*

- Assists the IT Director with vendor coordination and equipment procurement as assigned;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Principles and practices of information technology and personal computer applications as applied to systems support and operations; computer equipment and network hardware including switches, routers, and servers; Microsoft Office applications; website components and general internet requirements.

Ability to: Communicate concisely and accurately both in writing and verbally with county staff in a professional, courteous, and friendly manner; present technical concepts to department staff; provide lead-worker direction and guidance to Computer Specialists; establish and maintain effective working relationships with vendors and county employees; use a variety of business computer networking technology and software applications; maintain confidentiality of county information; work independently and manage tasks in a timely manner; multi-task and handle frequent interruptions.

ACCEPTABLE EXPERIENCE AND TRAINING

Bachelor's degree in computer science or related field with two years of related experience in computer systems and/or support;

Or 5 years of related experience with business computers in a multi-user office or local government;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Active pursuit of appropriate hardware/software certifications preferred.

CERTIFICATES AND LICENSES REQUIRED

Posses or actively pursue appropriate hardware/software certifications, i.e. Microsoft, A+, Cisco, etc. preferred.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: COMPUTER SPECIALIST

Class No.	703	EEOC Category	Professionals
Pay Group	116	FLSA Status	Non-exempt

SUMMARY OF POSITION

Provides technical support for all county computer systems, network infrastructure, and technology resources. Performs hardware, software, and network installation, maintenance, and troubleshooting; supports county users with programs, equipment, and training; and assists with systems administration, data security, and technology planning. Participates in an on-call rotation as scheduled by the IT Director.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: IT Director.
2. Directs: This is a non-supervisory position.
3. Other: Has regular contact with other departmental employees, county departments, elected officials, and local agencies.

EXAMPLES OF WORK

Essential Duties*

- Provides user support for desktop applications, county software, and online systems; installs, maintains, and repairs hardware, software, and computer equipment; assists in updates to PC and server application programs; may design or configure PC equipment and software for departmental use;
- Manages county servers, switches, routers, and cabling with attention to security and uptime; configures and replaces network components as needed; maintains and troubleshoots network connections, Wi-Fi access, VPN, and VOIP phone systems; manages user accounts, passwords, and access permissions;
- Manages backups, antivirus updates, and system patching; monitors system performance and performs preventive maintenance; maintains IT asset inventory and software licensing records; maintains documentation for systems, passwords, configurations, and procedures;
- Ensures compliance with all applicable state and federal data-protection requirements including CJIS, HIPAA, and PCI standards; maintains confidentiality of all county information not considered public by statute; maintains current knowledge of software, technology, and hardware developments;
- Provides setup, support, and troubleshooting for Commissioners' Court, County Court, and District Court audiovisual and meeting equipment; assists with technology planning, procurement, and vendor coordination for IT purchases; participates in on-call rotation for after-hours maintenance, emergencies, and system updates.

Other Important Duties*

- May develop user guides and training materials for county systems and software;
- May require occasional overnight travel for training and professional development;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Principles and practices of information technology and personal computer applications as applied to systems support and operations; network fundamentals including TCP/IP, DHCP, DNS, VPN, and firewalls; computer equipment and network hardware including switches, routers, and servers; Microsoft Windows and Office applications; VOIP phone and network printer setup and support; website components and internet requirements; applicable federal and state data security requirements including CJIS, HIPAA, and PCI.

Ability to: Communicate concisely and accurately both in writing and verbally with county staff and other individuals in a professional, courteous, and friendly manner; present technical concepts in plain language to non-technical staff; prioritize multiple support requests and meet deadlines under limited supervision; establish and maintain effective working relationships with vendors, elected officials, county employees, and the general public; use a variety of business computer networking technology and software applications; maintain confidentiality of county information; work independently and perform duties in a timely manner; multi-task and handle frequent interruptions; safely perform assigned duties without posing a direct threat to the health and safety of self or others.

PREFERRED QUALIFICATIONS

Familiarity with county government software preferred, including configuration, troubleshooting, and management. CompTIA A+, Network+, or equivalent certification. Knowledge of audiovisual systems, surveillance cameras, and access control systems.

ACCEPTABLE EXPERIENCE AND TRAINING

Bachelor's degree in computer science or a related field with one year of related experience in computer systems and/or support;

or an Associate's degree or technical certifications in Information Technology, plus two years of experience in computer support, networking, systems administration, or a related information technology field;

or high school diploma or GED plus three years of experience with business computers in a multi-user office or local government environment;

or any equivalent combination of experience, education, training, and certifications which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

None required at hire. CompTIA A+, Network+, or equivalent certification is preferred and may be required within a defined period of employment as directed by the IT Director.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, cabling, and equipment installation;
- Occasional standing, walking, bending, kneeling, stooping, and working in confined spaces such as server rooms and wiring closets;
- Ability to climb ladders and reach overhead to install and maintain cabling and equipment;

- Ability to lift and carry up to 50 pounds occasionally to move and install IT equipment;
- Visual acuity sufficient for extended screen-based work and close inspection of hardware and cabling;
- Ability to communicate clearly by phone and in person; ability to respond to on-call situations outside of normal business hours.

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Job Description: IT DIRECTOR

Class No.	710	EEOC Category	Professionals
Pay Group	120	FLSA Status	Exempt

SUMMARY OF POSITION

Oversees acquisition, implementation, and operation of county computer hardware and software systems. Directs the maintenance, operation, and support of the County's computer and telecommunications systems. Responsibilities include purchasing hardware and software, supervising IT department employees, and managing day-to-day operations and complex technology projects.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Commissioners Court.
2. Directs: Subordinate department personnel.
3. Other: Has frequent contact with other county employees (especially department heads), vendors, computer professionals, and state and local agencies.

EXAMPLES OF WORK

Essential Duties*

- Directs all computer operations for the county including the maintenance and user support for a cross-platform network; manages the operations of the Information Technology Department including establishing goals and objectives, developing proposed budgets, and monitoring approved IT budgets;
- Assesses need for, plans, and executes county hardware and software acquisitions; procures and installs computer systems and equipment including hardware, software, and wiring; solicits bids for and negotiates sales of surplus hardware;
- Plans and implements the technical growth and development of the County's computer and telecommunications systems; oversees all county telephone and security camera systems and maintains the county-wide email system;
- Oversees and implements installation, operation, and modification of county computer software; maintains inventory of computer and server equipment; ensures county-wide backups;
- Provides user support, including technical advice and assistance regarding programs and operations; educates county employees in hardware and software operation as necessary;
- Maintains current knowledge of hardware and software availability and issues; performs various assigned projects including networking infrastructure, internet connection, and computer upgrades for county offices;

Other Important Duties*

- Establish departmental performance benchmarks and key indicators; continually analyze budget performance and variances; make appropriate adjustments and report to the Commissioners Court; actively participate in interdepartmental programs and committees, providing sound input; seek self-improvement and continued professional development.
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Hardware and software installation and operation procedures; purchasing and personnel rules and regulations; tools and equipment used in computer installation, repair, and maintenance; networking installations; general administration practices including budgeting, project management, supervision, and training of IT employees.

Ability to: Motivate and evaluate staff; efficiently utilize software packages; understand and apply computer networking procedures; establish and maintain effective working relationships with vendors and county employees; communicate effectively both orally and in writing; assess and diagnose computer malfunctions; and handle multiple tasks simultaneously.

ACCEPTABLE EXPERIENCE AND TRAINING

Bachelor's degree in computer science or related field with four years of related experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

None.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: MAINTENANCE SUPERINTENDENT

Class No.	800	EEOC Category	First/Mid Level Officials and Managers
Pay Group	120	FLSA Status	Exempt

SUMMARY OF POSITION

Develops and administers programs to maintain county buildings and equipment in accordance with regulations and administrative guidelines. Maintains buildings and facilities in efficient and workable condition relative to heat, light, power, air conditioning, plumbing, and other environmental factors. Directs custodial and maintenance department staff.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Commissioners' Court.
2. Directs: Custodial and Maintenance Department staff as needed.
3. Other: Has contact with other county employees, vendors, and occasionally with the general public.

EXAMPLES OF WORK

Essential Duties*

- Oversees, performs, and directs the maintenance and custodial care of county buildings and equipment; establishes and administers an effective preventive maintenance program;
- Analyzes costs and work schedules; sets appropriate priorities; expedites operations and repairs; participates in planning and execution of facility renovation projects; coordinates with contractors from bid process through project acceptance;
- Directs the utilities management program in an efficient and cost-effective manner; promotes energy conservation; conducts energy audits; assures reliability of backup systems;
- Develops standards of performance and assigns responsibilities to staff; ensures staff compliance with departmental policies, procedures, and Health & Safety standards; promotes a safe work environment;
- Prepares annual operational and capital equipment budgets; monitors budget performance and variances; implements departmental activities within approved budget guidelines; keeps Commissioners' Court informed on departmental activity and needs through timely and accurate reports.

Other Important Duties*

- Establish departmental performance benchmarks and key indicators; continually analyze budget performance and variances; make appropriate adjustments and report to the Commissioners Court; Actively participate in interdepartmental programs and committees, providing sound input; seek self-improvement and continued professional development;

- Ensures administrative personnel actions are completed in a timely and professional manner;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Skills, techniques, and equipment used in general maintenance activities including minor electrical repair and installation, plumbing repair and installation, HVAC repair and preventive maintenance, and structural repair of buildings.

Ability to: Prepare and maintain work schedules for employees at different locations; supervise and motivate employees in unskilled or semi-skilled positions; evaluate the need for various repairs and maintenance; apply good judgment to varied problems; prepare listings for inventory and ordering supplies; prepare records and reports; understand and communicate written and oral instructions; and establish and maintain effective working relationships with county personnel, vendors, and the general public.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus five years of related experience, two of which included supervisory duties;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

HVAC certification as Type II or Universal Technician as required by 40 CFR Part 82, Subpart F. Valid Texas Driver's License.

PHYSICAL REQUIREMENTS*

- Prolonged periods of standing, walking, and working outdoors in varying weather conditions;
- Frequent bending, stooping, kneeling, crouching, and reaching;
- Ability to lift, carry, push, and pull up to 50 pounds regularly and heavier loads with assistance;
- Ability to operate motorized equipment, commercial vehicles, and hand tools for extended periods;
- Sufficient strength and stamina to perform sustained physical labor;
- Visual and auditory acuity sufficient to operate equipment safely and observe field conditions;
- Ability to tolerate exposure to dust, fumes, noise, and adverse weather conditions.

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Job Description: CUSTODIAL COORDINATOR

Class No.	801	EEOC Category	Service Worker
Pay Group	110	FLSA Status	Non-exempt

SUMMARY OF POSITION

Coordinates, oversees, and performs custodial maintenance and cleaning of county facilities. Supervises subordinate custodial and groundskeeping employees, maintains supply inventory, and coordinates community service and other work programs.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Maintenance Supervisor.
2. Directs: Custodial/Maintenance Worker and Groundskeeper.
3. Other: Has contact with other county employees, vendors, and occasionally with the general public.

EXAMPLES OF WORK

Essential Duties*

- Oversees and/or performs custodial maintenance of county facilities, including mopping, sweeping, vacuuming, waxing floors, cleaning and sanitizing restrooms, and performing various groundskeeping duties, including mowing pruning and edging;
- Supervises, evaluates, and trains subordinate personnel; prepares work schedules for Groundskeeper and Custodial/Maintenance Worker; directs daily work assignments;
- Supervises assigned community service and other work programs;
- Maintains inventory of custodial supplies; purchases necessary supplies and equipment through the approved county purchasing process;
- Prepares reports and documentation as necessary; may assist the Maintenance Supervisor as requested.

Other Important Duties*

- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Techniques and equipment used in general custodial and groundskeeping work; budgeting and performance procedures.

Ability to: Prepare and maintain work schedules for employees at different locations; supervise and motivate employees in unskilled positions; prepare listings for inventory and ordering supplies; prepare records and reports; understand and communicate written and oral instructions; and establish and maintain effective working relationships with county personnel, vendors, and the general public.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus five years of related experience, two of which included supervisory duties;

or sufficient education to read and write plus six years of related experience, two of which included supervisory duties;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Valid Texas Driver's License.

PHYSICAL REQUIREMENTS*

- Prolonged periods of standing, walking, and working outdoors in varying weather conditions;
- Frequent bending, stooping, kneeling, crouching, and reaching;
- Ability to lift, carry, push, and pull up to 50 pounds regularly and heavier loads with assistance;
- Ability to operate motorized equipment, commercial vehicles, and hand tools for extended periods;
- Sufficient strength and stamina to perform sustained physical labor;
- Visual and auditory acuity sufficient to operate equipment safely and observe field conditions;
- Ability to tolerate exposure to dust, fumes, noise, and adverse weather conditions.

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Job Description: MAINTENANCE TECHNICIAN – LEAD

Class No.	802	EEOC Category	Service Worker
Pay Group	114	FLSA Status	Non-exempt

SUMMARY OF POSITION

Coordinates and performs all duties as a Maintenance Technician. Assumes supervisory responsibilities in the absence of, or as required by, the Maintenance Supervisor when performing work on county buildings.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Maintenance Supervisor.
2. Directs: Serves as lead worker with light supervision duties.
3. Other: Has contact with other employees on the job, vendors and contractors, and occasionally with the general public.

EXAMPLES OF WORK

Essential Duties*

- Performs installation, repairs, replacement, and/or maintenance of county facilities and equipment, including HVAC systems, electrical wiring, generators, light fixtures, plumbing fixtures, and appliances;
- Performs a variety of electrical and plumbing installations, repairs, and maintenance; assists in installing HVAC units and components;
- Performs a variety of carpentry duties including construction of walls, doorways, and ceilings; installation of sheetrock, ceiling tile, and floor coverings; texturing, painting, finishing, and refinishing;
- Loads, transports, and unloads necessary tools, materials, and equipment for assigned projects; performs tasks in conjunction with preventive maintenance programs established by the department;
- May coordinate and assign work of employees under supervision to ensure policies and procedures are followed, standards are maintained, and schedules are met; trains new employees in their duties and equipment operation.

Other Important Duties*

- Reports any safety or policy standards not being met to the Maintenance Supervisor;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Skills, techniques, and equipment used in general maintenance and construction activities, including minor electrical repair and installation, plumbing repair and installation, and structural repair of buildings.

Ability to: Read and understand construction and utility diagrams; understand and follow written and oral instructions and request clarification when needed; safely operate and maintain tools and equipment; maintain effective working relationships with county

personnel, vendors, and the general public; maintain a valid Texas driver's license and a good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus two years of related experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Valid Texas Driver's License.

PHYSICAL REQUIREMENTS*

- Prolonged periods of standing, walking, and working outdoors in varying weather conditions;
- Frequent bending, stooping, kneeling, crouching, and reaching;
- Ability to lift, carry, push, and pull up to 50 pounds regularly and heavier loads with assistance;
- Ability to operate motorized equipment, commercial vehicles, and hand tools for extended periods;
- Sufficient strength and stamina to perform sustained physical labor;
- Visual and auditory acuity sufficient to operate equipment safely and observe field conditions;
- Ability to tolerate exposure to dust, fumes, noise, and adverse weather conditions.

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Job Description: CUSTODIAL/MAINTENANCE WORKER

Class No.	803	EEOC Category	Service Worker
Pay Group	106	FLSA Status	Non-exempt

SUMMARY OF POSITION

Performs manual and machine-assisted tasks in cleaning and maintaining the interior and exterior of county offices and the grounds surrounding county buildings.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Maintenance Supervisor.
2. Directs: This is a non-supervisory position.
3. Other: Has contact with county personnel and may have contact with the general public.

EXAMPLES OF WORK

Essential Duties*

- Cleans and sanitizes restrooms; mops, sweeps, vacuums, waxes, and polishes floors; cleans windows, walls, doors, water fountains, and furniture; empties and cleans waste receptacles and properly disposes of trash;
- Mows and trims grass; trims trees and bushes; rakes leaves; picks up trash on and around grounds and parking areas; plants flowers and weeds flower beds as needed;
- Opens and closes the courthouse daily; waters lawn areas; checks buildings for damage and unauthorized entry;
- Utilizes power and hand-operated equipment to perform cleaning and groundskeeping tasks;
- Sweeps, cleans, and mops interior areas and sidewalk and curb areas around buildings.

Other Important Duties*

- May perform minor carpentry work, painting, and plumbing as directed by the Maintenance Supervisor;
- May take mail to the post office after applying appropriate postage;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Skill to: Operate power and hand-operated equipment used in mowing and trimming.

Ability to: Follow oral and written instructions; learn to use janitorial equipment, supplies, and cleaning chemicals; and establish and maintain effective working relationships with other county employees and the general public.

ACCEPTABLE EXPERIENCE AND TRAINING

Sufficient education to read and write in the English language; six months of related experience preferred;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Valid Texas Driver's License.

PHYSICAL REQUIREMENTS*

- Prolonged periods of standing, walking, and working outdoors in varying weather conditions;
- Frequent bending, stooping, kneeling, crouching, and reaching;
- Ability to lift, carry, push, and pull up to 50 pounds regularly and heavier loads with assistance;
- Ability to operate motorized equipment, commercial vehicles, and hand tools for extended periods;
- Sufficient strength and stamina to perform sustained physical labor;
- Visual and auditory acuity sufficient to operate equipment safely and observe field conditions;
- Ability to tolerate exposure to dust, fumes, noise, and adverse weather conditions.

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Job Description: MAINTENANCE TECHNICIAN

Class No.	805	EEOC Category	Service Worker
Pay Group	113	FLSA Status	Non-exempt

SUMMARY OF POSITION

Performs construction, reconstruction, installation, repair, and preventive maintenance of county buildings, facilities, and equipment. Maintains buildings, facilities, and equipment in efficient and workable condition relative to heat, light, power, air conditioning, plumbing, and other environmental factors.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Maintenance Supervisor.
2. Directs: This is a non-supervisory position.
3. Other: Has contact with other county employees, vendors, and occasionally with the general public.

EXAMPLES OF WORK

Essential Duties*

- Performs installation, repairs, replacement, and/or maintenance of county facilities and equipment, including HVAC systems, electrical wiring, generators, light fixtures, plumbing fixtures, and appliances;
- Assists in installing HVAC units and components; performs a variety of electrical and plumbing installations, repairs, and maintenance;
- Performs a variety of carpentry duties including construction of walls, doorways, and ceilings; installation of sheetrock, ceiling tile, and floor coverings; texturing, painting, finishing, and refinishing;
- Performs tasks assigned in conjunction with preventive maintenance programs established by the department;
- Loads, transports, and unloads necessary tools, materials, and equipment for assigned projects.

Other Important Duties*

- May be responsible for maintaining an adequate inventory of office supplies for the assigned department;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Skills, techniques, and equipment used in general maintenance and construction activities, including minor electrical repair and installation, plumbing repair and installation, HVAC preventive maintenance, and structural repair of buildings.

Ability to: Read and understand construction and utility diagrams; understand and follow written and oral instructions and request clarification when needed; safely operate and maintain tools and equipment; establish and maintain effective working relationships with

county personnel and the general public; maintain a valid Texas driver's license and a good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus two years of related experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Valid Texas Driver's License.

PHYSICAL REQUIREMENTS*

- Prolonged periods of standing, walking, and working outdoors in varying weather conditions;
- Frequent bending, stooping, kneeling, crouching, and reaching;
- Ability to lift, carry, push, and pull up to 50 pounds regularly and heavier loads with assistance;
- Ability to operate motorized equipment, commercial vehicles, and hand tools for extended periods;
- Sufficient strength and stamina to perform sustained physical labor;
- Visual and auditory acuity sufficient to operate equipment safely and observe field conditions;
- Ability to tolerate exposure to dust, fumes, noise, and adverse weather conditions.

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Job Description: ASSISTANT MAINTENANCE TECHNICIAN

Class No.	806	EEOC Category	Service Worker
Pay Group	108	FLSA Status	Non-exempt

SUMMARY OF POSITION

Performs construction, reconstruction, installation, repair, and preventive maintenance of county buildings, facilities, and equipment. Works in coordination with the Maintenance Technician on assigned tasks.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Maintenance Supervisor.
2. Directs: This is a non-supervisory position.
3. Other: Has contact with other county employees, vendors, and occasionally with the general public.

EXAMPLES OF WORK

Essential Duties*

- Assists with installation, repairs, replacement, and/or maintenance of county facilities and equipment, including HVAC systems, electrical wiring, generators, light fixtures, plumbing fixtures, and appliances;
- Assists the Maintenance Technician with installation of HVAC units and components; assists with a variety of electrical and plumbing installations, repairs, and maintenance;
- Performs a variety of carpentry duties including construction of walls, doorways, and ceilings; installation of sheetrock, ceiling tile, and floor coverings; texturing, painting, finishing, and refinishing;
- Performs tasks assigned in conjunction with preventive maintenance programs established by the department;
- Loads, transports, and unloads necessary tools, materials, and equipment for assigned projects.

Other Important Duties*

- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Skills, techniques, and equipment used in general maintenance and construction activities, including minor electrical repair and installation, plumbing repair and installation, assisting with HVAC repair and preventive maintenance, and structural repair of buildings.

Ability to: Read and understand construction and utility diagrams; understand and follow written and oral instructions and request clarification when needed; safely operate and maintain tools and equipment; establish and maintain effective working relationships with county personnel, vendors, and the general public; maintain a valid Texas driver's license and a good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus one year of related experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Valid Texas Driver's License.

PHYSICAL REQUIREMENTS*

- Prolonged periods of standing, walking, and working outdoors in varying weather conditions;
- Frequent bending, stooping, kneeling, crouching, and reaching;
- Ability to lift, carry, push, and pull up to 50 pounds regularly and heavier loads with assistance;
- Ability to operate motorized equipment, commercial vehicles, and hand tools for extended periods;
- Sufficient strength and stamina to perform sustained physical labor;
- Visual and auditory acuity sufficient to operate equipment safely and observe field conditions;
- Ability to tolerate exposure to dust, fumes, noise, and adverse weather conditions.

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Job Description: OFFICE MANAGER

Class No.	902	EEOC Category	Administrative Support
Pay Group	112	FLSA Status	Non-exempt

SUMMARY OF POSITION

Acts as liaison between the Department Head and other departmental employees, managing all aspects of daily departmental activity. Provides administrative support for the department head and/or other staff members, maintains departmental personnel records, and exercises judgment regarding procedures and processes.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Designated Elected Official or Department Head.
2. Directs: Subordinate staff members, as assigned.
3. Other: Works closely with other departmental employees, employees in other county departments, and members of the general public.

EXAMPLES OF WORK

Essential Duties*

- Performs direct administrative support services for the department head and other staff members; composes and prepares routine reports, memos, correspondence, manuals, grant applications, contracts, budgets, etc.;
- Oversees departmental staffing by maintaining work and leave schedules for departmental employees; keeps departmental time sheets including vacation and sick leave;
- Establishes and maintains manual and/or computerized office files and records; maintains data collection system including preparation of routine statistical or numerical reports;
- Prepares purchasing forms and issues purchase order numbers; orders and maintains current inventory of supplies;
- Performs bookkeeping tasks including issuing invoices, accepting deposits, receipting monies received for services, and balancing ledgers; performs receptionist duties including greeting the public and answering the telephone.

Other Important Duties*

- May act as a dispatcher, relaying messages from employees in the field to appropriate personnel;
- May open, log, and distribute incoming mail;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Business English, spelling, punctuation, math, and office practices.

Skill to: Use a computer and software applications, such as Microsoft Office and Adobe Pro; must possess strong attention to detail and demonstrate keyboarding proficiency with a high degree of accuracy.

Ability to: Use equipment and materials; communicate effectively both orally and in writing; establish and maintain effective working relationships with county employees, officials, other agencies, and the general public.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus five years of increasingly responsible secretarial, accounting, clerical, and computer experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Required to be bondable. Notary Public may be required.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: TRUCK DRIVER

Class No.	905	EEOC Category	Service Worker
Pay Group	108	FLSA Status	Non-exempt

SUMMARY OF POSITION

Ensures safe and efficient operation of county vehicles in various maintenance and field activities, including hauling and dumping brush, trash, and gravel, and assisting with road and grounds maintenance.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Designated department head.
2. Directs: This is a non-supervisory position.
3. Other: Has contact with other county employees and the general public.

EXAMPLES OF WORK

Essential Duties*

- Drives truck to designated areas throughout the county; operates equipment for hauling and dumping debris, brush, gravel, and other materials;
- Assists in maintaining vehicle in ready working condition, including fueling, lubrication, and cleaning; examines vehicle for needed repairs and routine maintenance and reports necessary repairs;
- Digs holes; compacts, covers, and grades solid waste; grades, maintains, patches, or resurfaces streets;
- Cleans drains, culverts, rights-of-way, and ditches;
- Works outdoors in hot, cold, and/or wet weather as required.

Other Important Duties*

- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: The safe operation of the equipment used; the provisions of the Texas Motor Vehicle Code relating to the operation of this equipment.

Skill to: Operate equipment effectively and safely.

Ability to: Service and make minor repairs on equipment to prevent hazards; learn the layout of county roads and navigate to designated destinations; understand and follow written and oral instructions; work effectively and cooperatively with fellow employees; and maintain a valid Texas driver's license applicable to job responsibilities and a good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus at least one year of related experience driving a truck;

or sufficient education to read and write, plus at least two years of related experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

State of Texas Class A (commercial) driver's license.

PHYSICAL REQUIREMENTS*

- Prolonged periods of standing, walking, and working outdoors in varying weather conditions;
- Frequent bending, stooping, kneeling, crouching, and reaching;
- Ability to lift, carry, push, and pull up to 50 pounds regularly and heavier loads with assistance;
- Ability to operate motorized equipment, commercial vehicles, and hand tools for extended periods;
- Sufficient strength and stamina to perform sustained physical labor;
- Visual and auditory acuity sufficient to operate equipment safely and observe field conditions;
- Ability to tolerate exposure to dust, fumes, noise, and adverse weather conditions.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: ENVIRONMENTAL ENFORCEMENT OFFICER

Class No.	910	EEOC Category	Protective Service Workers
Pay Group	115	FLSA Status	Non-exempt

SUMMARY OF POSITION

Patrols the county to identify, investigate, and alleviate sources of illegal dumping, littering, and public nuisance as defined by county order and/or state and federal codes, statutes, and regulations. Issues notices of violation and/or citations to offenders and participates in prosecution as necessary. Provides public education on solid waste disposal to citizens and organizations within the county.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: County Judge or Emergency Services Director.
2. Directs: Departmental staff.
3. Other: Has daily contact with the public; frequent contact with county law enforcement personnel, other county departments, and Waste Management; occasional contact with state regulatory agencies including TCEQ and TDSHS.

EXAMPLES OF WORK

Essential Duties*

- Patrols rural areas of the county to locate sites of illegal dumping; identifies offenders and takes necessary measures to alleviate dumping in accordance with applicable law;
- Investigates complaints of illegal dumping, littering, and public nuisance as defined within the Health and Safety Code; issues environmentally related notices of violation and/or citations as authorized;
- Generates required reports of department activity and data for submission to supervisor; maintains records pertaining to the enforcement office; keeps a daily log of activities;
- Monitors loads for hazardous materials and directs such loads appropriately;
- Provides public education on solid waste disposal and littering issues through individual contact, media contact, and public instructional forums including schools, clubs, and businesses;
- Works outdoors in hot, cold, and/or wet weather as required.

Other Important Duties*

- Establish departmental performance benchmarks and key indicators; continually analyze budget performance and variances; make appropriate adjustments and report to the Commissioners Court; Actively participate in interdepartmental programs and committees, providing sound input; seek self-improvement and continued professional development;

- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Environmentally related Orders of the Polk County Commissioners Court; the Litter Abatement Act; the Health and Safety Code of the State of Texas; and other associated rules, regulations, and standards.

Ability to: Communicate effectively with citizens in a direct but polite manner; establish and maintain effective working relationships with other county offices and employees, as well as appropriate state agencies and their representatives.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, and two years of work experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Preference will be given to candidates with certification as a Peace Officer by the Texas Commission on Law Enforcement Officer Standards and Education.

CERTIFICATES AND LICENSES REQUIRED

Must complete the Texas Department of Health Code Enforcement Officer application requirements and/or necessary training. Valid Texas driver's license required.

PHYSICAL REQUIREMENTS*

- Prolonged periods of standing, walking, and working outdoors in varying weather conditions;
- Frequent bending, stooping, kneeling, crouching, and reaching;
- Ability to lift, carry, push, and pull up to 50 pounds regularly and heavier loads with assistance;
- Ability to operate motorized equipment, commercial vehicles, and hand tools for extended periods;
- Sufficient strength and stamina to perform sustained physical labor;
- Visual and auditory acuity sufficient to operate equipment safely and observe field conditions;
- Ability to tolerate exposure to dust, fumes, noise, and adverse weather conditions.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: COUNTY FIRE MARSHAL/FIRE INVESTIGATOR

Class No.	911	EEOC Category	Protective Service Workers
Pay Group	117	FLSA Status	Non-exempt

SUMMARY OF POSITION

Participates in fire and arson investigations including evidence collection, photography, interviews, reporting, and court testimony. Performs annual fire and life safety inspections and investigation reports. Investigates complaints and issues citations as necessary. Coordinates with fire-fighting and fire prevention units throughout the county and with the State Fire Marshal's Office.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: County Judge or Emergency Services Director.
2. Directs: Departmental staff and reserve deputies.
3. Other: Has daily contact with the public; frequent contact with county law enforcement personnel, the Environmental Enforcement Officer, the Office of Emergency Management, and Commissioners Court.

EXAMPLES OF WORK

Essential Duties*

- Investigates the cause, origin, and circumstances of fires occurring within the county outside of municipalities that destroy or damage property or cause injury; determines whether a fire was the result of negligent or intentional conduct;
- Records all facts, statistics, and circumstances determined by an investigation; collects, preserves, and properly documents evidence; prepares criminal cases for prosecution;
- Conducts inspections for fire or life safety hazards of any structure in accordance with nationally recognized codes or standards adopted by the State; reviews plans of public, commercial, and multi-family structures for fire or life safety hazards;
- Coordinates with state and federal agencies regarding investigations as needed; obtains and serves search and arrest warrants associated with criminal investigations; issues citations for applicable offenses;
- Conducts annual fire and life safety inspections, fire drills, and prepares inspection reports; enforces all state and county regulations relating to fires, explosions, and related damages.

Other Important Duties*

- Establish departmental performance benchmarks and key indicators; continually analyze budget performance and variances; make appropriate adjustments and report to the Commissioners Court; Actively participate in interdepartmental programs and committees, providing sound input; seek self-improvement and continued professional development;

- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Texas Commission on Fire Protection standards; NFPA 101 (Life Safety Code); and any other standard, regulation, order, or code relating to fire protection, prevention, and safety.

Ability to: Communicate effectively in written and oral forms; operate technological equipment; establish and maintain effective working relationships with other county offices and employees, as well as appropriate state agencies and their representatives.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, and two years of experience in fire inspections or related experience, plus 30 college hours in fire science technology or related field;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Certification as a Peace Officer by the Texas Commission on Law Enforcement Officer Standards and Education. Basic Fire Inspector certification and Basic Fire Investigator certification issued by the Texas Commission on Fire Protection. Valid Texas driver's license.

PHYSICAL REQUIREMENTS*

- Prolonged periods of standing, walking, and working outdoors in varying weather conditions;
- Frequent bending, stooping, kneeling, crouching, and reaching;
- Ability to lift, carry, push, and pull up to 50 pounds regularly and heavier loads with assistance;
- Ability to operate motorized equipment, commercial vehicles, and hand tools for extended periods;
- Sufficient strength and stamina to perform sustained physical labor;
- Visual and auditory acuity sufficient to operate equipment safely and observe field conditions;
- Ability to tolerate exposure to dust, fumes, noise, and adverse weather conditions.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: COUNTY FIRE MARSHAL/CHIEF INVESTIGATOR

Class No.	912	EEOC Category	Protective Service Workers
Pay Group	117*	FLSA Status	Non-exempt

SUMMARY OF POSITION

Serves as the county's chief fire prevention and investigation authority. Investigates the cause, origin, and circumstances of fires and explosions; conducts fire and life safety inspections; enforces applicable state and county fire codes; and prepares criminal cases for prosecution. Serves as Agency Chief Administrator for the fire prevention agency under the Texas Commission on Law Enforcement (TCOLE) and as Head of Department Prevention under the Texas Commission on Fire Protection (TCFP), carrying the statutory reporting obligations of both designations. Coordinates with fire-fighting and fire prevention units throughout the county and with the State Fire Marshal's Office.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: County Judge or Emergency Services Director.
2. Directs: Departmental staff and reserve deputies.
3. Other: Has daily contact with the public; frequent contact with county law enforcement personnel, the Environmental Enforcement Officer, the Office of Emergency Management, and Commissioners' Court. Coordinates with state and federal agencies including the State Fire Marshal's Office, TCOLE, and TCFP.

EXAMPLES OF WORK

Essential Duties*

- Investigates the cause, origin, and circumstances of fires and explosions occurring within the county outside of municipalities that destroy or damage property or cause injury; determines whether a fire was the result of negligent or intentional conduct; records all facts, statistics, and circumstances; collects, preserves, and properly documents evidence; prepares criminal cases for prosecution;
- Conducts inspections for fire or life safety hazards of any structure in accordance with nationally recognized codes or standards adopted by the State; reviews plans of public, commercial, and multi-family structures for fire or life safety hazards within unincorporated areas; conducts annual fire and life safety inspections, fire drills, and prepares inspection reports;
- Enforces all state and county regulations relating to fires, explosions, and related damages; obtains and serves search and arrest warrants associated with criminal investigations; issues citations for applicable offenses; coordinates with state and federal agencies regarding investigations as needed;
- Serves as Agency Chief Administrator for the county fire prevention agency under TCOLE: complies with all commission reporting requirements including appointment and termination notifications, arrest/charge/conviction reporting within 30 days, and agency information updates; ensures all fire prevention personnel hold required

commission licenses prior to appointment; notifies TCOLE of appointment to and vacation of the chief administrator position within required timeframes;

- Serves as Head of Department Prevention under TCFP Rule §449.203: provides oversight and direction for all certified fire prevention personnel; ensures compliance with applicable TCFP standards; completes required Standards Review Assignment, attends required commission or advisory committee meetings, and maintains NIMS certification requirements (ICS 100, 200, 300, 400, 700, and 800) as required for the designation.

Other Important Duties*

- Establishes departmental performance benchmarks and monitors key operational indicators; analyzes budget performance and variances and reports findings to Commissioners' Court; actively participates in interdepartmental programs and committees; pursues continued professional development and self-improvement in fire investigation, prevention, and emergency management;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Texas Commission on Fire Protection standards and rules, including Rule §449.203 (Head of Department Prevention); NFPA 101 (Life Safety Code); NFPA 1 (Fire Code); TCOLE statutory reporting requirements under Texas Occupations Code Chapter 1701 and Commission Rule 211.19; fire investigation techniques and evidence collection; applicable state and county regulations relating to fire protection, prevention, and safety.

Ability to: Communicate effectively in written and oral forms; operate technological equipment; manage multiple regulatory compliance obligations across two commission jurisdictions simultaneously; supervise and direct departmental staff and reserve deputies; exercise independent judgment in investigation and enforcement activities; establish and maintain effective working relationships with other county offices, law enforcement agencies, and appropriate state agencies and their representatives.

ACCEPTABLE EXPERIENCE AND TRAINING

Associate's degree or higher in fire science technology or a related field, plus at least five years of experience appointed to a fire prevention discipline in Texas while holding active TCFP certification as a fire inspector, fire investigator, or arson investigator, as required for Head of Department Prevention qualification under TCFP Rule §449.203;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities and satisfies the minimum qualifications for both TCOLE Agency Chief Administrator appointment and TCFP Head of Department Prevention designation.

CERTIFICATES AND LICENSES REQUIRED

The following certifications are required for this position:

- Certification as a Peace Officer by the Texas Commission on Law Enforcement (TCOLE);

- Qualification for appointment as Agency Chief Administrator under TCOLE, with compliance with all associated reporting requirements under Texas Occupations Code §1701 and Commission Rule 211.19;
- Basic Fire Inspector certification issued by the Texas Commission on Fire Protection (TCFP);
- Basic Fire Investigator certification issued by TCFP;
- Plans Examiner I certification issued by TCFP;
- Qualification for Head of Department Prevention designation under TCFP Rule §449.203, including completion of the Standards Review Assignment within one year of appointment, attendance at a required commission or advisory committee meeting in the first year, and documentation of NIMS courses ICS 100, 200, 300, 400, 700, and 800;
- Valid Texas driver's license.

PHYSICAL REQUIREMENTS*

- Prolonged periods of standing, walking, and working outdoors and at fire scenes in varying weather and hazardous conditions;
- Frequent bending, stooping, kneeling, crouching, and reaching during inspections and evidence collection;
- Ability to lift, carry, push, and pull up to 50 pounds regularly and heavier loads with assistance;
- Visual and auditory acuity sufficient to conduct inspections, document evidence, and operate safely in field conditions;
- Ability to operate a motor vehicle and department-issued equipment for extended periods;
- Ability to work irregular hours and respond to fire scenes outside of normal business hours as required;
- Ability to tolerate exposure to smoke, hazardous materials, structural debris, and adverse weather conditions.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: CONSTABLE

Class No.	1001	EEOC Category	Executive/Senior Level Official and Manager
Pay Group	Unclassified	FLSA Status	Not Covered

SUMMARY OF POSITION

Each Constable is an authorized Texas peace officer and is the chief process server of the Justice of the Peace Court. Each has statewide jurisdiction to execute any criminal or civil processes issued by any court, whether county, state, or federal. The Constable may also execute processes issued by some state agencies.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: The citizens of Polk County (elected position).
2. Directs: Staff as authorized by Commissioners Court.
3. Other: Has contact with court personnel, law enforcement agencies, attorneys, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Plans for the future services and budgetary needs of the office; manages the personnel, equipment, facilities, and finances assigned to the office; evaluates the services and employees of the office;
- Serves a variety of judicial processes and notices; workload focuses primarily on civil processes, hot checks, and traffic violations; seizes property or collects money by court order;
- Enforces state and federal laws; transports prisoners to jail; assists in Justice of the Peace Court, County Court, or District Court when a threat of violence occurs;
- Research and investigate addresses and character of individuals to whom papers must be served; apprehends persons for emergency commitment to state hospital for alcohol, chemical dependency, or mental health;
- Writes reports on cases served; answers questions of plaintiffs and defendants; enforces compulsory school attendance laws; keeps accounts of all financial transactions of the office.

Other Important Duties*

- Establish departmental performance benchmarks and key indicators; continually analyze budget performance and variances; make appropriate adjustments and report to the Commissioners Court; Actively participate in interdepartmental programs and committees, providing sound input; seek self-improvement and continued professional development;
- Occasionally arrests offenders;

- Performs such other duties as may be assigned.

QUALIFICATION REQUIREMENTS

Each candidate for Constable must be a qualified voter and resident of the precinct; must be a citizen of the United States and have lived in the State of Texas for a period of twelve months before the date of any primary, general, or special election, and have lived for six months before such election in Polk County and the precinct for which the office is to be filled. Any Constable taking office who is not a licensed peace officer has two years from taking office to obtain certification by the Texas Commission on Law Enforcement Officer Standards and Education.

TERM OF OFFICE

Each Constable is elected for a four-year term.

PHYSICAL REQUIREMENTS*

- Ability to stand, walk, run, kneel, crouch, and climb as required during field operations;
- Ability to pursue, restrain, and control individuals when necessary;
- Sufficient strength and stamina to perform physically demanding tasks, including lifting and carrying up to 50 pounds;
- Visual and auditory acuity sufficient to operate a firearm safely and observe field conditions;
- Ability to operate a motor vehicle and department-issued equipment for extended periods;
- Ability to work irregular hours, rotating shifts, nights, weekends, and on-call as required;
- Ability to tolerate high-stress situations and respond calmly and effectively.

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Job Description: DEPUTY SHERIFF CADET (PATROL)

Class No.	1023	EEOC Category	Protective Service Workers
Pay Group	211	FLSA Status	Non-exempt

SUMMARY OF POSITION

Attends an accredited law enforcement academy approved by the Polk County Sheriff's Office. This is a temporary classification held only for the duration of academy training. Upon successful completion of the academy and passage of the TCOLE State Exam, the Cadet is promoted to Deputy Sheriff.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Patrol Lieutenant.
2. Directs: This is a non-supervisory position.
3. Other: Has contact with academy staff, training personnel, and other cadets during the academy period.

EXAMPLES OF WORK

Essential Duties*

- Attends all required academy classes; maintains comprehensive notebooks; completes all homework assignments and written examinations; participates in classroom discussions and group projects;
- Complies with all rules, regulations, standards of conduct, and attendance requirements governing the Police Academy; maintains satisfactory academic standing throughout the academy program;
- Participates in and successfully completes all required physical training, including fitness assessments, defensive tactics, and practical scenario-based exercises;
- Participates in and successfully completes required firearms training, qualifying with all required weapons per TCOLE standards;
- Passes the Texas Commission on Law Enforcement (TCOLE) State Licensing Examination within 30 days of academy graduation.

Other Important Duties*

- Signs and adheres to the conditions of the Cadet employment agreement with the Polk County Sheriff's Office;
- Performs such other duties as may be assigned during the academy period.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Ability to: Follow written and oral instructions, departmental policy, rules, and regulations; establish and maintain professional working relationships with academy staff

and fellow cadets; apply focused effort to academic, physical, and technical training requirements; communicate effectively orally and in writing; and maintain a valid Texas driver's license and a good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent. Must sign an agreement and conditions form for employment as a Cadet prior to beginning the academy. Upon successful graduation from an approved Police Academy and passage of the TCOLE State Exam, the Cadet will be promoted to the Deputy Sheriff classification.

CERTIFICATES AND LICENSES REQUIRED

Valid Texas driver's license required at time of hire. Basic Peace Officer certification by the Texas Commission on Law Enforcement (TCOLE) is the goal of this position and must be obtained within 30 days of academy graduation as a condition of promotion to Deputy Sheriff.

PHYSICAL REQUIREMENTS*

- Ability to stand, walk, run, kneel, crouch, and climb as required during training activities;
- Ability to participate in physical fitness training, defensive tactics, and firearms training;
- Sufficient strength and stamina to meet the physical standards required for law enforcement academy completion;
- Visual and auditory acuity sufficient to participate in firearms training and observe field conditions;
- Ability to operate a motor vehicle;
- Ability to tolerate high-stress training situations and respond calmly and effectively.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: KENNEL ATTENDANT

Class No.	1029	EEOC Category	Protective Service Workers
Pay Group	211	FLSA Status	Non-exempt (FLSA § 207(k))

SUMMARY OF POSITION

Performs duties involving the protection and control of animals, enforcement of animal-related codes, and protection of public safety. Responsible for the care, housing, and humane treatment of animals at the Animal Control Center, maintenance of kennel facilities, and coordination with Animal Control Officers and external agencies.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Sergeant.
2. Directs: This is a non-supervisory position.
3. Other: Has contact with other county employees, vendors, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Coordinates with the Sheriff of assigned designee to plan for long and short-term needs of the Animal Control Center ("Center");
- Provides humane treatment to animals at the Center, including daily feeding, watering, exercising, and interaction; isolates sick or injured animals; coordinates with pet adoption programs for transfer of adoptable animals;
- Maintains the cleanliness and hygiene of the Center's building and grounds, including disinfecting and securing animal runs and cages and ensuring the facility is free of distemper and related diseases; ensures the proper disposal of deceased animals;
- Enforces Polk County Animal Ordinances; receives animal complaints and reports them to Animal Control Officers; determines ownership of animals as needed;
- Ensures euthanasia is performed in a humane and safe manner in accordance with Texas Administrative Code Rule 169.84; observes animals in quarantine daily and maintains Rabies Logbook and Lab Reports; promptly inform the appropriate veterinary service provider of any problems with quarantined animals;
- Maintains kennel equipment and supply inventory, preparing and submitting purchase requests as necessary; compiles daily and weekly kennel reports including kennel count, inventory, and euthanasia reports; maintains updated Animal Control information on the county website and social media.

Other Important Duties*

- Will maintain safekeeping and security of inmates checked out under their care; will be assigned to the jail as needed for staffing;
- Trains staff, inmate work crew, and volunteers as required by state law;

- Train and equip staff and volunteers to provide information and assistance to citizens looking for lost pets;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Skill to: Operate standard office equipment including a computer.

Ability to: Establish and maintain effective working relationships with county employees, vendors, and the general public; perform mathematical computations; understand and follow instructions and communicate effectively both orally and in writing; maintain updated information on online platforms such as the website and social media.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent;

or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Certification as a Corrections Officer from the Texas Commission on Law Enforcement Standards and Education at the time of hire or within the first 12 months of employment. Certification as an Animal Control Officer (ACO) at the time of hire or within the first 6 months of employment. Euthanasia Training/Certificate required within the first 6 months of employment.

PHYSICAL REQUIREMENTS*

- Prolonged periods of standing, walking, and working outdoors in varying weather conditions;
- Frequent bending, stooping, kneeling, crouching, and reaching;
- Ability to lift, carry, push, and pull up to 50 pounds regularly and heavier loads with assistance;
- Ability to operate motorized equipment, commercial vehicles, and hand tools for extended periods;
- Sufficient strength and stamina to perform sustained physical labor;
- Visual and auditory acuity sufficient to operate equipment safely and observe field conditions;
- Ability to tolerate exposure to dust, fumes, noise, and adverse weather conditions.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: ANIMAL CONTROL OFFICER

Class No.	1030	EEOC Category	Protective Service Workers
Pay Group	211	FLSA Status	Non-exempt (FLSA § 207(k))

SUMMARY OF POSITION

Protects residents from and educates the community about stray or vicious animals and related diseases. Operates the animal control center; captures, impounds, and when necessary disposes of animals; maintains records; and prepares and submits required reports.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Sergeant.
2. Directs: This is a non-supervisory position.
3. Other: Has contact with other county employees, local veterinarians, Texas Department of Health inspectors, city and county law enforcement officers, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Supervises and maintains the animal shelter, grounds, vehicle, and equipment in accordance with state regulations;
- Removes, impounds, and cares for stray and unwanted animals; returns pets to owners; destroys animals as necessary using humane methods;
- Organizes the annual vaccination and licensing program; supervises issuance of livestock permits;
- Maintains up-to-date records and files reports with supervisor, Justice of the Peace court, and Texas Department of Health on activities; may be called on to testify in court;
- Prepares policies and procedures for departmental operations and assists in developing animal control regulations; is subject to emergency call-in and weekend duty.

Other Important Duties*

- Makes presentations to schools and civic groups about animal control; publicizes animal control activities;
- Will maintain safekeeping and security of inmates checked out under their care, including searching inmates entering the jail to maintain security of the jail; will be assigned to the jail as needed for staffing;
- Provides light maintenance duties for various departments;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Euthanasia procedures and the laws and regulations governing the licensing, quarantine, and impounding of animals.

Ability to: Use a tranquilizer gun; chase and apprehend animals; load and unload animals; develop and maintain cooperative relationships with co-workers and the public; and communicate effectively.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, and one year of related experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Certification as a Corrections Officer from the Texas Commission on Law Enforcement Standards and Education at the time of hire or within the first 12 months of employment. Certification as an Animal Control Officer (ACO) at the time of hire or within the first 6 months of employment. Euthanasia Training/Certificate required within the first 6 months of employment.

PHYSICAL REQUIREMENTS*

- Prolonged periods of standing, walking, and working outdoors in varying weather conditions;
- Frequent bending, stooping, kneeling, crouching, and reaching;
- Ability to lift, carry, push, and pull up to 50 pounds regularly and heavier loads with assistance;
- Ability to operate motorized equipment, commercial vehicles, and hand tools for extended periods;
- Sufficient strength and stamina to perform sustained physical labor;
- Visual and auditory acuity sufficient to operate equipment safely and observe field conditions;
- Ability to tolerate exposure to dust, fumes, noise, and adverse weather conditions.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: SHERIFF

Class No.	1031	EEOC Category	Executive/Senior Level Official and Manager
Pay Group	Unclassified	FLSA Status	Not Covered

SUMMARY OF POSITION

The Sheriff serves as the chief law enforcement officer for the county and security officer for both the County and the District Courts.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: The citizens of Polk County (elected position).
2. Directs: Jail Administrator, Chief Deputy Sheriff, Dispatch Supervisor, and all other employees of the Sheriff's Department.
3. Other: Works closely with other law enforcement agencies, District Attorney, courts, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Appoints deputies and other staff necessary to carry out statutory duties in accordance with the budget authorized by Commissioners Court; plans for future services and budgetary needs; manages the personnel, equipment, facilities, and finances of the department;
- Oversees patrol of the unincorporated area of the county; enforces traffic regulations on county and state roads; coordinates transportation of prisoners and mental health patients;
- Supervises operation of the county jail; serves as a member of the County Bail Bond Board; manages monies and other items seized in narcotics investigations;
- Serves warrants and a variety of judicial processes; provides for their return; collects fees for services; enforces state and federal laws;
- Works closely with and maintains communications with other law enforcement agencies, state agencies, courts, and the general public; evaluates the services and employees of the department; performs other duties as specified by law.

Other Important Duties*

- Establish departmental performance benchmarks and key indicators; continually analyze budget performance and variances; make appropriate adjustments and report to the Commissioners Court; Actively participate in interdepartmental programs and committees, providing sound input; seek self-improvement and continued professional development.

QUALIFICATION REQUIREMENTS

A candidate for Sheriff must be a qualified voter, a citizen of the United States, have lived in the State of Texas for a period of twelve months before the date of any primary, general, or special election, have lived for six months before such election in Polk County, and must meet one of the following criteria:

Option A: Hold an active, permanent peace officer license with at least 5 years of experience as a full-time paid peace officer or federal special investigator.

Option B: Be a military veteran with 10 years of combined active-duty or National Guard service, and hold an intermediate, advanced, or master TCOLE proficiency certificate.

Once in office, they are required to complete at least 40 hours of TCOLE continuing education training every 24 months, with specific mandated courses required to be completed every 48 months

TERM OF OFFICE

The Sheriff is elected to a four-year term.

PHYSICAL REQUIREMENTS*

- Ability to stand, walk, run, kneel, crouch, and climb as required during field operations;
- Ability to pursue, restrain, and control individuals when necessary;
- Sufficient strength and stamina to perform physically demanding tasks, including lifting and carrying up to 50 pounds;
- Visual and auditory acuity sufficient to operate a firearm safely and observe field conditions;
- Ability to operate a motor vehicle and department-issued equipment for extended periods;
- Ability to work irregular hours, rotating shifts, nights, weekends, and on-call as required;
- Ability to tolerate high-stress situations and respond calmly and effectively.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: CHIEF DEPUTY SHERIFF

Class No.	1032	EEOC Category	First/Mid Level Officials and Managers
Pay Group	222	FLSA Status	Exempt

SUMMARY OF POSITION

Assists the County Sheriff in planning, organizing, and directing all departmental activities. Manages the department in the Sheriff's absence.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Sheriff.
2. Directs: Jail Administrator, Detective Captain, Dispatch Supervisor, and all other employees of the Sheriff's Department.
3. Other: Works closely with other law enforcement agencies, District Attorney, courts, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Assists the Sheriff in planning the work and schedules of the department, preparing budgets and records, and directing departmental activities; manages the department in the Sheriff's absence;
- Supervises and assists officers in all major crime investigations; prepares and performs case investigations; assists other law enforcement agencies in clearing cases;
- Performs forceful arrests including chasing and apprehending suspects; supervises narcotics raids; assists and coordinates searches for lost persons and wanted felons;
- Has organizational responsibility for the jail and for patrol deputies' schedules; reviews all departmental reports; coordinates and assigns training schedules for new employees;
- Serves warrants and civil papers as necessary; transports prisoners and mental health patients in and out of county; maintains 24-hour availability for crime investigation; testifies in court as necessary.

Other Important Duties*

- Interviews prospective employees;
- Performs patrol functions including issuing citations;
- Coordinates traffic control procedures for funerals, special escorts, and accident scenes;
- Extradites out-of-state prisoners;

- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Police administration; criminal and civil law; investigation and crime prevention methods; and identification records and procedures.

Ability to: Train, supervise, motivate, and evaluate staff; establish and maintain effective working relationships with departmental employees, other law enforcement officials, and the general public; communicate effectively both orally and in writing; and maintain appropriate certifications, a valid Texas driver's license applicable to job responsibilities, and a good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING

Bachelor's degree in criminal justice or a related field, and at least three years of experience as a law enforcement officer in the State of Texas, at least one year of which involved supervision;

or high school graduation, or its equivalent, and at least six years of experience as a law enforcement officer in the State of Texas, at least one year of which involved supervision;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities and satisfies state statutes.

CERTIFICATES AND LICENSES REQUIRED

Basic Certification as a Peace Officer by the Texas Commission on Law Enforcement Officer Standards and Education at the time of hire and appropriate Texas driver's license. Other TCOLE certifications preferred.

PHYSICAL REQUIREMENTS*

- Ability to stand, walk, run, kneel, crouch, and climb as required during field operations;
- Ability to pursue, restrain, and control individuals when necessary;
- Sufficient strength and stamina to perform physically demanding tasks, including lifting and carrying up to 50 pounds;
- Visual and auditory acuity sufficient to operate a firearm safely and observe field conditions;
- Ability to operate a motor vehicle and department-issued equipment for extended periods;
- Ability to work irregular hours, rotating shifts, nights, weekends, and on-call as required;
- Ability to tolerate high-stress situations and respond calmly and effectively.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: CAPTAIN

Class No.	1033	EEOC Category	Protective Service Workers
Pay Group	221	FLSA Status	Exempt

SUMMARY OF POSITION

Assists the Chief Deputy Sheriff. Prepares and performs felony criminal case investigations. Acts as senior investigator at crime scenes. Participates in assignment of work to and evaluation of detective and other subordinate personnel.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Chief Deputy Sheriff.
2. Directs: Participates in assignment of work to and evaluation of Detective and other subordinate personnel.
3. Other: Works closely with other law enforcement agencies, District Attorney, courts, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Supervises and trains subordinate personnel; assists the Chief Deputy Sheriff as assigned;
- Prepares and performs felony criminal case investigations including evidence collection, photography, fingerprinting, interviewing, and interrogation; acts as senior investigator at crime scenes;
- Supervises and assists officers in major crime investigations; chases and apprehends suspects; maintains on-call availability for crime investigation; transports prisoners and mental health patients;
- Interviews, screens, and performs background checks on prospective departmental employees; assists Chief Deputy Sheriff with scheduling of maintenance for departmental equipment;
- Conducts searches utilizing K-9 resources; conducts routine traffic stops; testifies in court.

Other Important Duties*

- May speak and give briefings to community groups;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Criminal and civil law; investigation and crime prevention methods; and identification records and procedures.

Ability to: Train, supervise, motivate, and evaluate staff; establish and maintain effective working relationships with departmental employees, other law enforcement officials, and the general public; communicate effectively both orally and in writing; and maintain appropriate certifications, a valid Texas driver's license, and a good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING

Bachelor's degree in criminal justice or a related field, and at least two years of experience as a law enforcement officer in the State of Texas, at least one year of which involved supervision;

or high school graduation, or its equivalent, and at least five years of experience as a law enforcement officer in the State of Texas, at least one year of which involved supervision;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities and satisfies state statutes.

CERTIFICATES AND LICENSES REQUIRED

Basic Certification as a Peace Officer by the Texas Commission on Law Enforcement Officer Standards and Education at the time of hire and appropriate Texas driver's license. Other TCOLE certifications preferred.

PHYSICAL REQUIREMENTS*

- Ability to stand, walk, run, kneel, crouch, and climb as required during field operations;
- Ability to pursue, restrain, and control individuals when necessary;
- Sufficient strength and stamina to perform physically demanding tasks, including lifting and carrying up to 50 pounds;
- Visual and auditory acuity sufficient to operate a firearm safely and observe field conditions;
- Ability to operate a motor vehicle and department-issued equipment for extended periods;
- Ability to work irregular hours, rotating shifts, nights, weekends, and on-call as required;
- Ability to tolerate high-stress situations and respond calmly and effectively.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: DETECTIVE AND CRIME STOPPERS COORDINATOR

Class No.	1034	EEOC Category	Protective Service Workers
Pay Group	216	FLSA Status	Non-exempt

SUMMARY OF POSITION

Conducts criminal investigations and prepares criminal cases for court to protect county residents and property and enforce local, state, and federal laws. Acts as Coordinator for the county Crime Stoppers program.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Detective Captain.
2. Directs: This is a non-supervisory position.
3. Other: Works closely with other law enforcement agencies, county, district and state agencies, judges, attorneys, victims of crime, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Administers the Polk County Crime Stoppers program: records and reviews information from anonymous callers, distributes press releases to media, determines reward monies and appropriate allocation, and completes all required internal and external monthly activity reports;
- Conducts investigations of murders, burglaries, assaults, thefts, forgeries, narcotic offenses, and other criminal offenses; conducts and assists in narcotic raids; interviews complainants and witnesses, obtains statements and depositions, and writes investigation reports;
- Prepares and maintains adequate records for case presentation to the court or grand jury; executes arrest warrants; files charges before an appropriate judge; arrests suspects and takes suspects before a judge for arraignment and setting of bond;
- Gathers and labels evidence; takes photographs; guards and transports prisoners; assists in the preparation and execution of search warrants; patrols an assigned area to prevent crimes and enforce laws; chases and apprehends suspects;
- Testifies in court; works with other law enforcement agencies sharing information and assisting them in clearing cases; maintains availability for crime investigation at any time of day or night.

Other Important Duties*

- Trains deputies in investigative techniques;
- Addresses and works with community groups on crime prevention;

- May serve civil papers;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Law enforcement and administration; criminal and civil law; investigation and crime prevention methods; identification records and procedures; and the use and care of vehicles, firearms, and specialized equipment.

Skill to: Use a computer to prepare records and reports; use vehicles, firearms, and specialized equipment.

Ability to: Apply criminal investigative techniques; establish and maintain effective working relationships with other law enforcement agencies, judicial officials, the District Attorney's office, and the general public; communicate effectively both orally and in writing (above-average skills required); and maintain appropriate certifications, a valid Texas driver's license, and a good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, and at least three years of experience as a law enforcement officer in the State of Texas;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities and satisfies state statutes.

CERTIFICATES AND LICENSES REQUIRED

Basic certification by the Texas Commission on Law Enforcement Officer Standards and Education and appropriate Texas driver's license.

PHYSICAL REQUIREMENTS*

- Ability to stand, walk, run, kneel, crouch, and climb as required during field operations;
- Ability to pursue, restrain, and control individuals when necessary;
- Sufficient strength and stamina to perform physically demanding tasks, including lifting and carrying up to 50 pounds;
- Visual and auditory acuity sufficient to operate a firearm safely and observe field conditions;
- Ability to operate a motor vehicle and department-issued equipment for extended periods;
- Ability to work irregular hours, rotating shifts, nights, weekends, and on-call as required;
- Ability to tolerate high-stress situations and respond calmly and effectively.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: DETECTIVE

Class No.	1035	EEOC Category	Protective Service Workers
Pay Group	216	FLSA Status	Non-exempt (FLSA § 207(k))

SUMMARY OF POSITION

Conducts criminal investigations and prepares criminal cases for court. Protects county residents and property and enforces local, state, and federal laws.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Captain.
2. Directs: May directly supervise other departmental personnel.
3. Other: Works closely with other law enforcement agencies, victims of crime, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Conducts investigations of murders, burglaries, assaults, thefts, forgeries, narcotics offenses, and other criminal offenses; interviews complainants and witnesses, obtains statements and depositions, and writes investigation reports;
- Gathers and labels evidence; takes photographs and fingerprints; prepares and maintains adequate records for case presentation to the court or grand jury;
- Serve civil papers; executes arrest warrants; chases and apprehends suspects; files charges before an appropriate judge; arrests suspects and takes them before a judge for arraignment and setting of bond;
- Guards and transports prisoners; assists in the preparation and execution of search warrants; conducts and assists in narcotic raids; patrols an assigned area to prevent crimes and enforce laws;
- Testifies in court; works with other law enforcement agencies to share information and assist in clearing cases; maintains 24-hour on-call availability for crime investigation.

Other Important Duties*

- Trains other officers in investigative techniques;
- May address and work with community groups on crime prevention;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Law enforcement administration; criminal and civil law; investigation and crime prevention methods; identification records and procedures; and the care of vehicles, firearms, and specialized equipment.

Skill to: Use vehicles, firearms, and specialized equipment; operate a computer to prepare records and reports.

Ability to: Apply criminal investigative techniques; establish and maintain effective working relationships with other law enforcement agencies, judicial officials, the District Attorney's office, county employees, and the general public; communicate effectively both orally and in writing (above-average skills required); and maintain appropriate certifications, a valid Texas driver's license, and a good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, and at least three years of experience as a law enforcement officer in the State of Texas;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities and satisfies state statutes.

CERTIFICATES AND LICENSES REQUIRED

Basic Certification as a Peace Officer by the Texas Commission on Law Enforcement Officer Standards and Education at the time of hire and appropriate Texas driver's license. Other TCOLE certifications preferred.

PHYSICAL REQUIREMENTS*

- Ability to stand, walk, run, kneel, crouch, and climb as required during field operations;
- Ability to pursue, restrain, and control individuals when necessary;
- Sufficient strength and stamina to perform physically demanding tasks, including lifting and carrying up to 50 pounds;
- Visual and auditory acuity sufficient to operate a firearm safely and observe field conditions;
- Ability to operate a motor vehicle and department-issued equipment for extended periods;
- Ability to work irregular hours, rotating shifts, nights, weekends, and on-call as required;
- Ability to tolerate high-stress situations and respond calmly and effectively.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: SERGEANT

Class No.	1036	EEOC Category	Protective Service Workers
Pay Group	217	FLSA Status	Non-exempt (FLSA § 207(k))

SUMMARY OF POSITION

Protects the county's residents and property and enforces laws and ordinances by supervising a shift. Directs the shift activities of the patrol division and performs patrol and emergency response functions.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Chief Deputy.
2. Directs: Deputy Sheriff (Patrol); may supervise Detectives.
3. Other: Has frequent contact with other county departments, attorneys and judges, social workers, probation officers, other law enforcement agencies, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Directly supervises law enforcement officers on a shift; conducts performance evaluations of supervised employees and makes recommendations for personnel actions including hiring, disciplining, and termination;
- Trains new recruits assigned to the shift, including orientation to county geography, policies and ordinances, departmental regulations and procedures, forms, logs, and other recordkeeping requirements;
- Assigns tasks to and reviews performance of subordinate officers, including arrest and accident reports; ensures the accuracy, completeness, and legality of all police operations and paperwork during a shift; counsels deputies on corrections needed;
- Performs patrol functions including investigating accidents or criminal complaints, enforcing ordinances, issuing citations, and making arrests; responds to public calls for assistance; assists deputies at the scene of crimes, disturbances, or accidents;
- Chases and apprehends suspects; assists Fire Department and other law enforcement agencies; prepares complaints and reports; assists with special activities and community relations.

Other Important Duties*

- May feed and check on the welfare of prisoners;
- May conduct background and reference checks on applicants for Deputy Sheriff positions;
- May assist with and transport mental health patients;

- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Federal, state, and local laws; care of vehicles, firearms, and specialized equipment; and county geography.

Skill to: Use vehicles, firearms, and specialized equipment.

Ability to: Train, supervise, motivate, and evaluate staff; understand, follow, and communicate departmental policies, rules, and regulations to subordinates; establish and maintain effective working relationships with law enforcement agencies, county employees, judicial officials, and the general public; communicate effectively both orally and in writing (above-average communication skills required); analyze situations and adopt a quick, effective, and reasonable course of action; and maintain a valid Texas driver's license and a good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus a minimum of two years of law enforcement experience (some college work in criminal justice, intermediate certification, and/or prior supervisory experience preferred);

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities and satisfies state statutes.

CERTIFICATES AND LICENSES REQUIRED

Basic Certification as a Peace Officer by the Texas Commission on Law Enforcement Officer Standards and Education at the time of hire and appropriate Texas driver's license. Other TCOLE certifications preferred.

PHYSICAL REQUIREMENTS*

- Ability to stand, walk, run, kneel, crouch, and climb as required during field operations;
- Ability to pursue, restrain, and control individuals when necessary;
- Sufficient strength and stamina to perform physically demanding tasks, including lifting and carrying up to 50 pounds;
- Visual and auditory acuity sufficient to operate a firearm safely and observe field conditions;
- Ability to operate a motor vehicle and department-issued equipment for extended periods;
- Ability to work irregular hours, rotating shifts, nights, weekends, and on-call as required;
- Ability to tolerate high-stress situations and respond calmly and effectively.

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Job Description: DEPUTY SHERIFF (PATROL)

Class No.	1037	EEOC Category	Protective Service Workers
Pay Group	215	FLSA Status	Non-exempt

SUMMARY OF POSITION

Protects county residents and property and enforces laws and ordinances. Patrols assigned areas, responds to emergency calls, investigates crimes, and performs other general law enforcement functions.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Sergeant.
2. Directs: This is a non-supervisory position.
3. Other: Has frequent contact with federal, state, and local law enforcement agencies, other local officials, community groups, the media, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Patrols an assigned area generally by vehicle to prevent crimes and enforce laws and regulations; responds to emergency calls and routine complaints and takes action as necessary;
- Investigates traffic accidents, civil disturbances, and crimes against persons and property; questions witnesses and suspects and takes statements and depositions; gathers and labels evidence; takes photographs and fingerprints;
- Chases and apprehends suspects; serves warrants and makes arrests; serves civil papers including writs, summons, subpoenas, and capiases; delivers protective custody order subjects to state hospitals;
- Keeps records of activities and makes reports concerning crimes, complaints, accidents, and investigations; issues traffic citations and directs traffic;
- Responsible for animal control, especially relating to cattle on roadways;
- Guards and transports prisoners; testifies in court; assists federal, state, and local law enforcement officials with investigations and emergencies.

Other Important Duties*

- May address and work with community groups to promote public relations and inform citizens of police activities and crime prevention;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Ability to: Understand and follow written and oral instructions, departmental policy, rules, regulations, and laws; establish and maintain effective working relationships with other law enforcement agencies and the general public; analyze situations and adopt a quick, effective, and reasonable course of action; learn the use and care of vehicles, firearms, and specialized equipment; communicate effectively orally and in writing; and maintain appropriate certifications, a valid Texas driver's license, and a good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus at least two years of work experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities and satisfies state statutes.

CERTIFICATES AND LICENSES REQUIRED

Basic Certification as a Peace Officer by the Texas Commission on Law Enforcement Officer Standards and Education at the time of hire and appropriate Texas driver's license.

PHYSICAL REQUIREMENTS*

- Ability to stand, walk, run, kneel, crouch, and climb as required during field operations;
- Ability to pursue, restrain, and control individuals when necessary;
- Sufficient strength and stamina to perform physically demanding tasks, including lifting and carrying up to 50 pounds;
- Visual and auditory acuity sufficient to operate a firearm safely and observe field conditions;
- Ability to operate a motor vehicle and department-issued equipment for extended periods;
- Ability to work irregular hours, rotating shifts, nights, weekends, and on-call as required;
- Ability to tolerate high-stress situations and respond calmly and effectively.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: DEPUTY SHERIFF (TRANSPORT)

Class No.	1038	EEOC Category	Protective Service Workers
Pay Group	215	FLSA Status	Non-exempt (FLSA § 207(k))

SUMMARY OF POSITION

Fully licensed Peace Officer assigned to the Jail. Responsible for the safe and secure transport of prisoners and assists the Jail Administrator in processing parole in absentia files and other administrative functions.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Jail Administrator.
2. Directs: This is a non-supervisory position.
3. Other: Has frequent contact with federal, state, and local law enforcement agencies, court personnel, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Safely transports inmates and detainees to and from court, out-of-county detention facilities, medical and dental appointments, state facilities, and other destinations as directed;
- Picks up and returns prisoners on bench and arrest warrants;
- Maintains security and custody of all persons being transported; applies and removes restraints in accordance with department policy;
- Verifies identity and documentation for all persons transported; completes required transport logs, paperwork, and chain-of-custody records;
- Assists the Jail Administrator in processing parole in absentia files and other administrative corrections functions as assigned.

Other Important Duties*

- May perform any other duties of a Deputy Sheriff as assigned;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Ability to: Understand and follow written and oral instructions, departmental policy, rules, regulations, and laws; establish and maintain effective working relationships with other law enforcement agencies and the general public; analyze situations and adopt a quick, effective, and reasonable course of action; learn the use and care of vehicles, firearms,

and specialized equipment; communicate effectively orally and in writing; and maintain appropriate certifications, a valid Texas driver's license, and a good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus at least two years of work experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities and satisfies state statutes.

CERTIFICATES AND LICENSES REQUIRED

Basic Certification as a Peace Officer by the Texas Commission on Law Enforcement Officer Standards and Education at the time of hire and appropriate Texas driver's license.

PHYSICAL REQUIREMENTS*

- Ability to stand, walk, run, kneel, crouch, and climb as required during field operations;
- Ability to pursue, restrain, and control individuals when necessary;
- Sufficient strength and stamina to perform physically demanding tasks, including lifting and carrying up to 50 pounds;
- Visual and auditory acuity sufficient to operate a firearm safely and observe field conditions;
- Ability to operate a motor vehicle and department-issued equipment for extended periods;
- Ability to work irregular hours, rotating shifts, nights, weekends, and on-call as required;
- Ability to tolerate high-stress situations and respond calmly and effectively.

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Revised: June 2026

Job Description: LIEUTENANT

Class No.	1039	EEOC Category	Protective Service Workers
Pay Group	219	FLSA Status	Exempt

SUMMARY OF POSITION

May supervise patrol and dispatch operations or investigate felony criminal cases depending on assignment. Duties include directing the activities of the patrol division, supervising and scheduling officers and dispatchers, and/or conducting criminal investigations and properly preparing cases for court.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Captain.
2. Directs: Sergeants and Patrol Deputies. May supervise Dispatchers. May supervise jail employees in absence of Jail Administrator.
3. Other: Has frequent contact with federal, state, and local law enforcement agencies, other local officials, community groups, the media, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Instructs and supervises Sergeants, Deputies, and other assigned personnel; assigns and reviews work; assists with performance reviews; and makes recommendations for personnel actions including hiring, transfer, promotion, discipline, and dismissal;
- Investigates and reviews felony crimes and criminal cases; performs traffic enforcement; collects evidence, logs inventory, and transports evidence, juveniles, mental health patients, and prisoners as needed;
- Maintains issued county equipment;
- As Detective Lieutenant: investigates and photographs crime scenes; collects, identifies, and classifies fingerprints; makes felony arrests; serves search warrants; seizes property during criminal investigation; interviews suspects and witnesses; completes case files for District Attorney and testifies in court; orders supplies; performs surveillance and undercover details; recovers stolen property; processes juveniles for criminal cases;
- As Patrol Lieutenant: supervises dispatch and 9-1-1 operations; maintains the evidence property room and ensures chain of custody; reviews daily reports, activity logs, and deputies' work product; serves as field training officer for patrol personnel.

Other Important Duties*

- May address and work with school and community groups on crime prevention and public relations;

- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Ability to: Understand and follow written and oral instructions, departmental policy, rules, regulations, and laws; establish and maintain effective working relationships with other law enforcement agencies and the general public; analyze situations and adopt a quick, effective, and reasonable course of action; use and care for vehicles, firearms, and specialized equipment; communicate effectively orally and in writing; and maintain appropriate certifications, a valid Texas driver's license, and a good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus at least two years of law enforcement experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities and satisfies state statutes.

CERTIFICATES AND LICENSES REQUIRED

Basic Certification as a Peace Officer by the Texas Commission on Law Enforcement Officer Standards and Education at the time of hire and appropriate Texas driver's license. Other TCOLE certifications preferred.

PHYSICAL REQUIREMENTS*

- Ability to stand, walk, run, kneel, crouch, and climb as required during field operations;
- Ability to pursue, restrain, and control individuals when necessary;
- Sufficient strength and stamina to perform physically demanding tasks, including lifting and carrying up to 50 pounds;
- Visual and auditory acuity sufficient to operate a firearm safely and observe field conditions;
- Ability to operate a motor vehicle and department-issued equipment for extended periods;
- Ability to work irregular hours, rotating shifts, nights, weekends, and on-call as required;
- Ability to tolerate high-stress situations and respond calmly and effectively.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: SPECIAL PROJECT OFFICER

Class No.	1040	EEOC Category	Protective Service Workers
Pay Group	215	FLSA Status	Non-exempt

SUMMARY OF POSITION

Assists the Sheriff by preparing and performing investigations of citizen complaints and conducting internal investigations of the department. Conducts in-house training of personnel and reviews and updates departmental policies and procedures.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Sheriff.
2. Directs: This is a non-supervisory position.
3. Other: Works closely with departmental employees, other law enforcement agencies, the District Attorney, courts, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Assists the Sheriff in the preparation and execution of special projects, including the investigation of citizen complaints and internal investigations of the department;
- Trains law enforcement personnel; reviews, develops, and updates departmental policies and procedures;
- Interviews, screens, and performs background checks on prospective departmental employees;
- Assists the Chief Deputy with scheduling the maintenance of equipment including vehicles and radios;
- Testifies in court.

Other Important Duties*

- May speak and give briefings to community groups as directed by the Sheriff;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Criminal and civil law; investigations and crime prevention methods; and identification records and procedures.

Ability to: Train, supervise, motivate, and evaluate staff; establish and maintain working relationships with departmental employees, other law enforcement officials, and the general public; communicate effectively both orally and in writing; and maintain appropriate certifications, a valid Texas driver's license, and a good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING

Bachelor's degree in criminal justice or a related field, and at least two years of experience as a law enforcement officer in the State of Texas, at least one year of which involved supervision;

or high school graduation, or its equivalent, and at least five years of experience as a law enforcement officer in the State of Texas, at least one year of which involved supervision;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities and satisfies state statutes.

CERTIFICATES AND LICENSES REQUIRED

Advanced Certification by the Texas Commission on Law Enforcement Officers Standards and Education. Appropriate Texas driver's license. Instructor's Certification by the Texas Commission on Law Enforcement Officers Standards and Education. Other TCOLE certifications preferred.

PHYSICAL REQUIREMENTS*

- Ability to stand, walk, run, kneel, crouch, and climb as required during field operations;
- Ability to pursue, restrain, and control individuals when necessary;
- Sufficient strength and stamina to perform physically demanding tasks, including lifting and carrying up to 50 pounds;
- Visual and auditory acuity sufficient to operate a firearm safely and observe field conditions;
- Ability to operate a motor vehicle and department-issued equipment for extended periods;
- Ability to work irregular hours, rotating shifts, nights, weekends, and on-call as required;
- Ability to tolerate high-stress situations and respond calmly and effectively.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: CORPORAL (FTO)

Class No.	1041	EEOC Category	Protective Service Workers
Pay Group	216	FLSA Status	Non-exempt (FLSA § 207(k))

SUMMARY OF POSITION

Protects the county's residents and property and enforces laws and ordinances. Primary function is to supervise and train new Deputies through the Field Training Officer program. Also directs shift patrol activities and performs patrol and emergency response functions.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Chief Deputy.
2. Directs: Deputy Sheriff (Patrol).
3. Other: Has frequent contact with other Sheriff's Department employees, other county departments, attorneys and judges, probation officers, other law enforcement agencies, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Supervises the deputy training program as primary function; develops training curriculum including high-liability training such as firearms; maintains training records; familiarizes incoming Deputies with the Polk County area;
- Directly supervises incoming Deputy Sheriffs during field training; may supervise Deputy Sheriffs on a shift; conducts performance evaluations and makes recommendations for personnel actions;
- Ensures the accuracy, completeness, and legality of all law enforcement operations and paperwork during a shift, counseling deputies about errors and necessary corrections; assigns tasks to and reviews performance of subordinate deputies, including arrest and accident reports; trains new recruits in county geography, policies, ordinances, departmental procedures, and recordkeeping requirements;
- Inspects deputies' vehicles and equipment; performs patrol functions including investigating accidents, enforcing ordinances, issuing citations, and making arrests; responds to public calls for assistance; chases and apprehends suspects;
- Assists deputies at the scene of crimes, disturbances, or accidents; assists Fire Department and other law enforcement agencies; prepares complaints and reports.

Other Important Duties*

- Assists with special activities, public and community relations;
- May feed and check on the welfare of prisoners;
- May conduct background and reference checks on Deputy Sheriff applicants;
- May assist with and transport mental health patients;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Federal, state, and local laws; care of vehicles, firearms, and specialized equipment; and county geography.

Skill to: Use vehicles, firearms, and specialized equipment.

Ability to: Train, supervise, motivate, and evaluate staff; understand, follow, and communicate departmental policies, rules, and regulations to subordinates; establish and maintain effective working relationships with law enforcement agencies, county employees, judicial officials, and the general public; communicate effectively both orally and in writing (above-average communication skills required); analyze situations and adopt a quick, effective, and reasonable course of action; and maintain a valid Texas driver's license and a good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus a minimum of two years of law enforcement experience (some college work in criminal justice, intermediate certification, and/or prior supervisory experience preferred);

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities and satisfies state statutes.

CERTIFICATES AND LICENSES REQUIRED

State of Texas Class B (commercial) driver's license. Basic Certification as a Peace Officer by the Texas Commission on Law Enforcement Officer Standards and Education at the time of hire. Other TCOLE certifications preferred.

PHYSICAL REQUIREMENTS*

- Ability to stand, walk, run, kneel, crouch, and climb as required during field operations;
- Ability to pursue, restrain, and control individuals when necessary;
- Sufficient strength and stamina to perform physically demanding tasks, including lifting and carrying up to 50 pounds;
- Visual and auditory acuity sufficient to operate a firearm safely and observe field conditions;
- Ability to operate a motor vehicle and department-issued equipment for extended periods;
- Ability to work irregular hours, rotating shifts, nights, weekends, and on-call as required;
- Ability to tolerate high-stress situations and respond calmly and effectively.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: TELECOMMUNICATIONS SUPERVISOR

Class No.	1042	EEOC Category	Administrative Support
Pay Group	114	FLSA Status	Non-exempt

SUMMARY OF POSITION

Ensures smooth operation of day-to-day dispatching functions of the Sheriff's Communications Center. Plans and monitors the work of dispatchers, supervises telecommunications personnel, and maintains radio and telephone contact with law enforcement field units; keeping a log of pertinent information received during the shift.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Chief Deputy Sheriff.
2. Directs: Telecommunications Operators and Assistant Supervisor.
3. Other: Works with all protective services to coordinate efficient emergency response. Works closely by telephone, two-way radio, computer, and in person with other county departments, local and state officials, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Receives incoming calls on both telephone and two-way radio, evaluates calls, dispatches units, and relays information pertinent to field operations; maintains radio contact with mobile law enforcement units and other agencies;
- Supervises, trains, monitors, and evaluates the work of Telecommunications Operators and the Assistant Supervisor; ensures dispatchers perform assigned duties in accordance with departmental policies; may recommend disciplinary action for noncompliance;
- Interviews, evaluates, and recommends qualified persons for hiring as dispatch personnel;
- Maintains a log or other record of all radio communications, offense numbers, arrests, prisoner releases, wrecker rotation, and fuel usage as required; prepares records and reports;
- Runs computer checks on vehicle registrations, stolen property, wanted persons, and other law enforcement data; enters information into Texas and National Crime Information Computer systems; operates telecommunications and video devices, and tests equipment for proper operation;
- Monitors burglar, robbery, and fire alarms and dispatches appropriate personnel; monitors internal communication systems to operate electronic entrance into secured areas.
- Maintains current knowledge of federal, state, and local rules regarding telecommunications operations;

Other Important Duties*

- Receives after-hour calls for Road & Bridge Precincts and pages personnel as required;
- Assists officers with prisoners including audio and/or visual welfare checks and searches; maintains prisoner log;
- Prepares documentation of requests for police services including house watch; keeps local radio stations informed of radar locations;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Skill to: Use radio and electronic data communications equipment; operate a computer.

Ability to: Train, supervise, motivate, and evaluate staff; communicate effectively both orally and in writing; establish and maintain effective working relationships with county employees, other county departments, local and state officials, and the general public; handle several tasks simultaneously during stressful situations; and maintain appropriate certifications.

Other: May be required to type at least 45 words per minute with a high degree of accuracy.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, and at least one year of related experience. Related business or technical school training may be substituted equally for up to one year of experience (special law enforcement telecommunications training and supervisory experience preferred);

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Telecommunications Operator certification from the Texas Commission on Law Enforcement Officer Standards and Education.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: TELECOMMUNICATIONS OPERATOR

Class No.	1043	EEOC Category	Administrative Support
Pay Group	111	FLSA Status	Non-exempt

SUMMARY OF POSITION

Ensures efficient, effective handling of all incoming telephone and two-way radio calls from the public, county departments, and law enforcement personnel; performs necessary documentation and computer-assisted records functions.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Telecommunications Assistant Supervisor and Telecommunications Supervisor.
2. Directs: This is a non-supervisory position.
3. Other: Works closely by telephone, radio, and computer, or in person with other employees, county departments and agencies, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Receives incoming calls on both telephone and two-way radio, evaluates calls, dispatches units, and relays information pertinent to field operations; monitors and responds to radio traffic; logs and prepares regular summaries of phone and radio activities;
- Creates and maintains case files;
- Performs computer-assisted and manual records checks for officers on individuals, locations, vehicles, and property; verifies warrants or reports of stolen property with originating agencies;
- Maintains, updates, and accesses logs and computer data files including incident reports, stolen or repossessed property logs, and wrecker rotation logs; enters information into Texas and National Crime Information Computer systems;
- Operates jail control board, runs checks on all visitors to inmates, and monitors surveillance cameras; responsible for security of all incoming doors;
- Confirms and clears warrants; logs stolen articles, missing persons, and runaways; maintains records of emergency vehicle use and maintenance; completes forms, dispatch cards, and complaint cards.

Other Important Duties*

- Contacts child welfare, livestock owners, utility companies, and wrecker services as necessary;
- Assists the general public with traffic, weather, and general questions when necessary;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Radio transmission procedures and Federal Communications Commission rules and regulations governing operation of radio and teletype transmitting and receiving; federal, state, and local rules regarding telecommunications operations.

Skill to: Use radio and electronic data communications equipment; operate a computer; demonstrate keyboarding proficiency with a high degree of accuracy.

Ability to: Communicate effectively both orally and in writing; establish and maintain effective working relationships with county employees and the general public; speak clearly and concisely; handle several tasks at one time, possibly in a stressful situation; keep accurate records; and maintain appropriate certifications.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent; related experience desirable; special law enforcement telecommunications training desirable but not required;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Telecommunications Operator certification from the Texas Commission on Law Enforcement Officer Standards and Education required at the time of hire or within one year of employment.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: TELECOMMUNICATIONS ASSISTANT SUPERVISOR

Class No.	1044	EEOC Category	Administrative Support
Pay Group	112	FLSA Status	Non-exempt

SUMMARY OF POSITION

Assists in ensuring smooth operation of day-to-day dispatching functions of the Sheriff's Communications Center. Plans and monitors the work of dispatchers, reads and transmits telephone and radio messages to and from law enforcement field units, and keeps a log of pertinent information received during the shift.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Telecommunications Supervisor.
2. Directs: Telecommunications Operators.
3. Other: Works with all protective services to coordinate efficient emergency response. Works closely by telephone, two-way radio, computer, or in person with other county departments, local and state officials, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Receives incoming calls on both telephone and two-way radio, evaluates calls, dispatches units, and relays information pertinent to field operations; maintains radio contact with mobile law enforcement units and other agencies, relaying information to personnel in the field; tests equipment for proper operation;
- Maintains, updates, and accesses various logs and computer files for officers (incident reports, stolen or repossessed property logs, wrecker rotation logs, maps, etc.)
- Trains, monitors and evaluates the work of Telecommunications Operators; ensures dispatchers perform assigned duties in accordance with departmental policies; may recommend disciplinary action for noncompliance;
- Maintains a log or other record of all radio communications, offense numbers, arrests, prisoner releases, wrecker rotation, and fuel usage as required;
- Runs computer checks on vehicle registrations, stolen property, wanted persons, and other law enforcement data; enters information into Texas and National Crime Information Computer systems; operates telecommunications and video devices;
- Monitors burglar, robbery, and fire alarms and dispatches appropriate personnel; monitors internal communication systems to operate electronic entrance into secured areas.

Other Important Duties*

- May receive after-hour calls for Road & Bridge Precincts and page personnel as required;

- Prepares documentation of requests for police services including house watch; keeps local radio stations informed of radar locations;
- May prepare records and reports;
- May assist officers with prisoners including welfare checks and searches;
- May keep local radio station informed of radar locations;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Radio transmission procedures and Federal Communications Commission rules and regulations governing operation of radio and teletype transmitting and receiving; federal, state, and local rules regarding telecommunications operations.

Skill to: Use radio and electronic data communications equipment; operate a computer.

Ability to: Train, supervise, motivate and evaluate staff; communicate effectively both orally and in writing; establish and maintain effective working relationships with county employees, other county departments, local and state officials, and the general public; handle several tasks simultaneously during stressful situations; and maintain appropriate certifications.

Other: May be required to type at least 40 words per minute with a high degree of accuracy.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, and at least one year of related experience (special law enforcement telecommunications training and supervisory experience preferred);

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Telecommunications Operator certification from the Texas Commission on Law Enforcement Officer Standards and Education.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: COMPUTER RECORDS SPECIALIST

Class No.	1045	EEOC Category	Administrative Support
Pay Group	112	FLSA Status	Non-exempt

SUMMARY OF POSITION

Compiles monthly and annual reports based on departmental records; ensures deadlines are met for reporting periods; oversees data entry for specific departmental computer programs; and reviews the work of Records Clerks.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Elected Official/Department Head.
2. Directs: This is a non-supervisory position.
3. Other: Has contact with other departmental personnel, other county and state agencies, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Prepares information for tabulation according to codes for use in department surveys and municipal, state, and federal reports; files cases according to classification;
- Types all statements and case reports, adding all appropriate supplemental information; indexes cases according to number, names, and locations; maintains updated logs and files;
- Prepares and maintains computerized files including case reports and department inventories; accepts, prepares, and contacts necessary sources for information to process central records;
- Prepares monthly and yearly reports and surveys; answers correspondence for the central records section;
- Assists other staff by pulling files, finding reports, and performing special surveys for information they need; reviews information before it is released.

Other Important Duties*

- May serve on the interview board when hiring new personnel;
- May act as central records department liaison officer for state records management;
- Assembles jury lists and notices for court;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Records operations and general office equipment and procedures.

Skill to: Operate a computer using standard word processing, data inquiry, and spreadsheet software packages; demonstrate keyboarding proficiency with a high degree of accuracy.

Ability to: Communicate effectively both orally and in writing; establish and maintain effective working relationships with other county employees and the general public.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus six months of experience with law enforcement records (schooling in Uniform Crime Reporting preferred);

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

None.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: ASSISTANT TO COMMISSIONER

Class No.	1046	EEOC Category	Administrative Support
Pay Group	115	FLSA Status	Exempt

SUMMARY OF POSITION

Coordinates, facilitates, and/or performs administrative, promotional, secretarial, budgetary, and legal support duties for the Precinct Commissioner. Represents the Commissioner at meetings and events, maintains precinct records and documents, and supervises precinct office personnel.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Precinct Commissioner.
2. Directs: Subordinate departmental personnel.
3. Other: Has daily contact with elected officials, county employees, legal professionals, vendors, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Promotes the public and professional image of the Precinct Commissioner; represents the Commissioner at special functions, attends meetings with public groups, and assists in coordinating all precinct work in conjunction with the Foreman;
- Interviews, recommends, trains, supervises, and provides recommendations regarding discipline of subordinate departmental personnel; oversees departmental staffing by maintaining work and leave schedules;
- Reviews bids and contracts for the precinct, meeting with vendors as necessary; reviews Commissioners Court packets and assists the Commissioner in court preparation;
- Computes all expenses including road work, supplies, equipment, and employee pay to keep costs within budget constraints; prepares purchasing forms, issues purchase order numbers, and maintains current inventory of supplies;
- Performs direct secretarial support for the Commissioner and staff; establishes and maintains precinct records in an organized manner; maintains data collection system and prepares routine statistical or numerical reports.

Other Important Duties*

- May complete applications and associated paperwork for state and federal grant requests;
- May act as a dispatcher, relaying messages from employees in the field to appropriate personnel;

- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Business English, spelling, punctuation, math, and office practices.

Skill to: Use a computer with standard word processing and spreadsheet software packages; demonstrate keyboarding proficiency with a high degree of accuracy.

Ability to: Use equipment and materials; communicate effectively both orally and in writing; establish and maintain effective working relationships with county employees, officials, other agencies, and the general public.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus two years of related experience, including at least two years of office management experience with supervisory responsibilities;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Certification as a Notary Public preferred.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: ADMINISTRATIVE ASSISTANT – SHERIFF'S DEPARTMENT

Class No.	1047	EEOC Category	Administrative Support
Pay Group	113	FLSA Status	Non-exempt

SUMMARY OF POSITION

Provides effective and efficient general secretarial and administrative support duties for the Sheriff and other staff members within the Sheriff's Department. Also serves as the department's Victim Liaison.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Sheriff.
2. Directs: This is a non-supervisory position.
3. Other: Has regular contact with other departmental employees, employees in other county departments, organizations, agencies outside county government, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Serves as the Victim Liaison for the Sheriff's Department; assists victims with information, referrals, and guidance throughout the legal process;
- Serves as Terminal Agency Coordinator for the department; manages TCIC/NCIC terminal access, ensures compliance with CJIS security requirements, and coordinates required training and certification of terminal operators;
- Manages all civil process procedures, including recording case information in the appropriate docket, assigning citations to deputies, recording service information, and returning documents to the requesting attorney or court; issues and maintains files on various permits and licenses; receives, receipts, and accounts for funds received for citations, writs, and other reports;
- Administers departmental payroll, including tracking and reconciling vacation and sick leave balances; maintains personnel files; schedules meetings and appointments and maintains an up-to-date calendar for the Sheriff;
- Prepares and assists with Sheriff's auctions, including drafting and posting required notices and publishing them in the paper in accordance with statutory requirements;
- Performs direct secretarial support for the Sheriff and other staff; prepares and maintains forms, rosters, mailing lists, reports, letters, statements, memos, and news releases; receives, sorts, and distributes incoming and outgoing mail; maintains departmental records and files; reviews supply inventories and orders supplies as needed.

Other Important Duties*

- Gathers information for and prepares reports in standardized formats on program or project activities;
- May serve citations, assist in the jail, and/or perform relief dispatch duties as time permits;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Skill to: Operate office equipment including computer and copy machine; demonstrate keyboarding proficiency with a high degree of accuracy.

Ability to: Apply correct business English, spelling, punctuation, and arithmetic; establish and maintain effective working relationships with other county departments, outside agencies, and the general public; understand and follow oral and written instructions and request clarification when needed; interact effectively with persons of all ages from a variety of socioeconomic backgrounds.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, with secretarial and computer coursework, plus at least two years of secretarial experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Certification as a Peace Officer and Notary Public desirable.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: CRIMINAL INVESTIGATION **DIVISION/EVIDENCE OFFICER**

Class No.	1048	EEOC Category	Protective Service Workers
Pay Group	217	FLSA Status	Non-exempt (FLSA § 207(k))

SUMMARY OF POSITION

Preserves crime scenes and evidence; ensures all recovered evidence is immediately and properly labeled and handled in accordance with Chain of Custody procedures. Acts as Coordinator for the county Crime Stoppers program, assists victims through the VINE program, coordinates the Polk County Wise Eye's Community Watch Program, and oversees all Sheriff's Office property and the county wrecker rotation policy.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Deputy Captain.
2. Directs: This is a non-supervisory position.
3. Other: Works closely with other law enforcement agencies, county, district and state agencies, judges, attorneys, victims of crime, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Collects, photographs, and preserves evidence including hair, fingerprints, clothing, and other physical samples at crime scenes; operates videotape and digital recording equipment; prepares crime scene sketches to document evidence collection;
- Administers the Polk County Crime Stoppers program: records and reviews information from anonymous callers, distributes press releases, determines reward allocations, and completes all required monthly activity reports;
- Prepares evidence for submission to state and federal investigative bureaus and private laboratories; assists officers with criminal investigations including photo arrays, video reproduction, and photography; responds to hospitals to document and collect evidence;
- Maintains adequate records for case presentation to the court or grand jury; maintains 24-hour on-call availability for crime investigations; collaborates with other government offices and law enforcement agencies to exchange information and coordinate activities; testifies in court and before grand juries regarding forensic evidence;
- Tracks Crime Scene Unit inventory and keeps it fully stocked; oversees the Polk County Wrecker Rotation Policy; maintains and records all Sheriff's Office property;

is responsible for disposal of property by return to owner or destruction by court order in compliance with Texas law.

Other Important Duties*

- Addresses and works with community groups to inform citizens of Sheriff's office activities and crime prevention;
- Assists victims through the VINE program; coordinates the Polk County Wise Eye's Community Watch Program;
- Routine patrol and traffic enforcement; serves as liaison for school zone traffic enforcement;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Crime scene investigation procedures; law enforcement administration; criminal and civil law; investigation and crime prevention methods; identification records and procedures; and the use and care of vehicles, firearms, and specialized equipment.

Skill to: Use a computer to prepare records and reports; use vehicles, firearms, and specialized equipment.

Ability to: Apply criminal investigative techniques; establish and maintain effective working relationships with other law enforcement agencies, judicial officials, the District Attorney's office, and the general public; communicate effectively both orally and in writing (above-average skills required); and maintain appropriate certifications, a valid Texas driver's license, and a good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, and at least five years of experience as a law enforcement officer in the State of Texas;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities and satisfies state statutes. CID/Crime Scene experience preferred.

CERTIFICATES AND LICENSES REQUIRED

Intermediate Certification as a Peace Officer by the Texas Commission on Law Enforcement Officer Standards and Education and appropriate Texas driver's license.

PHYSICAL REQUIREMENTS*

- Ability to stand, walk, run, kneel, crouch, and climb as required during field operations;
- Ability to pursue, restrain, and control individuals when necessary;
- Sufficient strength and stamina to perform physically demanding tasks, including lifting and carrying up to 50 pounds;

- Visual and auditory acuity sufficient to operate a firearm safely and observe field conditions;
- Ability to operate a motor vehicle and department-issued equipment for extended periods;
- Ability to work irregular hours, rotating shifts, nights, weekends, and on-call as required;
- Ability to tolerate high-stress situations and respond calmly and effectively.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: WARRANT CLERK

Class No.	1049	EEOC Category	Administrative Support
Pay Group	111	FLSA Status	Non-exempt

SUMMARY OF POSITION

Enters and clears warrants into local database and TCIC/NCIC. Files and maintains warrants from local jurisdictions and some out-of-county jurisdictions. Communicates with other law enforcement agencies regarding warrant and prisoner status and prepares required monthly reports.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Patrol Lieutenant.
2. Directs: This is a non-supervisory position.
3. Other: Works closely with departmental employees, other law enforcement agencies and personnel, parole and probation officers, inmates, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Enters new warrants into the in-house computer system and the TCIC/NCIC; clears old warrants from the in-house computer system and the TCIC/NCIC;
- Maintains warrants from Justice of the Peace, district and county courts, and some out-of-county warrants; sends notification letters to persons on whom a warrant is issued;
- Sends teletypes and confirms warrants using TLETS; communicates with other law enforcement agencies to check status of prisoners;
- Prepares monthly reports of warrant activity;
- Files and organizes warrant documentation; maintains complete and accurate records as required.

Other Important Duties*

- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Departmental policies, rules, regulations, and instructions; procedures for handling warrants, capias, TCIC/NCIC; correctional procedures regarding the custody of persons.

Skill to: Operate a computer with word processing and spreadsheet software; demonstrate keyboarding proficiency with a high degree of accuracy.

Ability to: Understand and follow oral instructions; write clear and concise reports; maintain complete records; establish and maintain effective working relationships with county employees, officials, inmates, and the general public; handle multiple tasks simultaneously; and maintain appropriate certifications and a valid Texas driver's license.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation and one year of corrections experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Certification as a Notary Public preferred. Telecommunications Operator certification from the Texas Commission on Law Enforcement Officer Standards and Education required at the time of hire or within one year of employment.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: SCHOOL RESOURCE OFFICER

Class No.	1050	EEOC Category	Protective Service Workers
Pay Group	215	FLSA Status	Non-exempt (FLSA § 207(k))

SUMMARY OF POSITION

Protects county residents and property and enforces laws and ordinances, with primary assignment to school district property. Patrols assigned areas by vehicle or on foot to prevent crimes and enforce laws. Responds to emergency calls and campus incidents, protects students, personnel, and visitors from physical harm, and prevents property loss due to theft and vandalism.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Chief Deputy Sheriff and/or designee.
2. Directs: This is a non-supervisory position.
3. Other: Has frequent contact with school district personnel, students, federal, state, and local law enforcement agencies, community groups, the media, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Patrols an assigned area by vehicle or on foot to prevent crimes and enforce laws and regulations within the school district's jurisdiction;
- Responds to all campus emergency calls, crisis situations, accidents, reports of crime, and routine complaints; takes appropriate action including performing first aid; resolves conflicts and confrontations between students, reporting disturbances to principal or assistant principal;
- Directs and escorts traffic, assisting with controlling traffic and parking on campus grounds and at athletic events; operates traffic radar monitoring equipment; issues traffic citations;
- Investigates criminal offenses within the district's jurisdiction; questions witnesses, complainants, and suspects; takes statements and depositions; collects and preserves evidence; arrests perpetrators and files appropriate charges; writes effective legal incident reports; testifies in court;
- Keeps records of activities and prepares reports concerning crimes, complaints, accidents, and investigations; shares information and works with other law enforcement agencies as appropriate; assists emergency medical personnel, firefighters, and Animal Control Officer.

Other Important Duties*

- Give directions or act as guide to authorized visitors;
- Fosters good police community relations among residents in the community; Performs departmental public relations activities including speaking to schools, churches, and other civic organizations;
- May act as specialist in traffic, suspect apprehension, internal affairs, or other specialized assignments;
- Ensures completion of routine maintenance of department vehicle;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Ability to: Understand and follow written and oral instructions, departmental policy, rules, regulations, and laws; operate a vehicle under emergency conditions; establish and maintain effective working relationships with law enforcement agencies, school district personnel, and the general public; analyze situations and adopt a quick, effective, and reasonable course of action; tolerate outside working conditions including adverse weather; maintain emotional control under stress; operate a motor vehicle, firearms, and specialized equipment; communicate effectively orally and in writing; compile, maintain, and file all required reports and records; and maintain appropriate certifications, a valid Texas driver's license, and a good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent (some college work in law enforcement and/or previous law enforcement experience preferred);

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities and satisfies state statutes.

CERTIFICATES AND LICENSES REQUIRED

Valid Texas driver's license. Certification as a Peace Officer by the Texas Commission on Law Enforcement Officers Standards and Education. Have or obtain School-Based Law Enforcement Proficiency Certificate from the Texas Commission on Law Enforcement (TCOLE) within 180 days of your placement in the district. This position is designated as essential personnel and may be required to provide services during emergency situations.

PHYSICAL REQUIREMENTS*

- Ability to stand, walk, run, kneel, crouch, and climb as required during field operations;
- Ability to pursue, restrain, and control individuals when necessary;
- Sufficient strength and stamina to perform physically demanding tasks, including lifting and carrying up to 50 pounds;

- Visual and auditory acuity sufficient to operate a firearm safely and observe field conditions;
- Ability to operate a motor vehicle and department-issued equipment for extended periods;
- Ability to work irregular hours, rotating shifts, nights, weekends, and on-call as required;
- Ability to tolerate high-stress situations and respond calmly and effectively.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: JAIL ADMINISTRATOR

Class No.	1051	EEOC Category	Protective Service Workers
Pay Group	221	FLSA Status	Non-exempt (FLSA § 207(k))

SUMMARY OF POSITION

Responsible for the management of the Sheriff's Department corrections division, including the development and implementation of departmental programs and activities; ensures departmental operations comply with governmental rules and regulations.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Sheriff or designee.
2. Directs: All corrections personnel.
3. Other: Works closely with court personnel, various government and law enforcement agencies, other county departments, parole and probation officers, the media, inmates, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Plans the development and deployment of departmental resources; manages the corrections budget; assigns work to and evaluates Corrections Officers, Cadet Corrections Officers, and medical personnel; initiates or approves disciplinary action and letters of commendation for jail personnel;
- Evaluates all stages of corrections operations and initiates actions to correct deficiencies; ensures jail operations comply with established legal standards; prepares for periodic inspections by state, city, county, and federal agencies;
- Reviews and approves all requests for releases under bond; approves food service and religious education programming; formulates responses and defense on matters of litigation involving current and former employees and jail inmates;
- Balances and keeps records of inmates' commissary money accounts; disburses fine money by hand or through the mail for the county; prepares reports and correspondence;
- Transports inmates to and from the courthouse and to medical and dental appointments; ensures prescriptions are filled; performs routine checks of facilities and equipment and makes recommendations regarding maintenance required.

Other Important Duties*

- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Laws, regulations, and procedures governing custody of persons; the Texas Penal Code; and required standards for jail operations.

Ability to: Communicate effectively both orally and in writing; supervise, train, motivate, and evaluate staff; establish and maintain effective working relationships with law enforcement agencies, court personnel, county employees, prisoners, and the general public; manage a complex organization; keep accurate records; and maintain appropriate certifications, a valid Texas driver's license, and a good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING

Bachelor's degree with management and criminal justice courses and at least four years of progressively responsible corrections experience;

or high school graduation and at least eight years of progressively responsible corrections experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Jailer certification and Basic Law Enforcement certification by the Texas Commission on Law Enforcement Officers Standards and Education and appropriate Texas driver's license.

PHYSICAL REQUIREMENTS*

- Ability to stand, walk, run, kneel, crouch, and climb as required during field operations;
- Ability to pursue, restrain, and control individuals when necessary;
- Sufficient strength and stamina to perform physically demanding tasks, including lifting and carrying up to 50 pounds;
- Visual and auditory acuity sufficient to operate a firearm safely and observe field conditions;
- Ability to operate a motor vehicle and department-issued equipment for extended periods;
- Ability to work irregular hours, rotating shifts, nights, weekends, and on-call as required;
- Ability to tolerate high-stress situations and respond calmly and effectively.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: SPECIAL VICTIM LIAISON

Class No.	1052	EEOC Category	Administrative Support
Pay Group	115	FLSA Status	Non-exempt

SUMMARY OF POSITION

Ensures that juvenile victims of violent crimes, guardians of victims, or close relatives of deceased victims are afforded the rights granted by Article 56.02 of the Code of Criminal Procedure. Works closely with law enforcement agencies, prosecuting attorneys, and the judiciary. Promotes public awareness of crime victim rights for juveniles and their parents.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Sheriff or designee.
2. Directs: This is a non-supervisory position.
3. Other: Has regular contact with other departmental employees, employees of outside agencies, representatives of the legal profession, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Serves as victim liaison with law enforcement agencies, prosecuting attorneys, and community social services; ensures juvenile victims of violent crimes are aware of and understand their rights under the Texas Code of Criminal Procedure and how they will navigate the criminal justice system;
- Informs juvenile victims of violent crimes of the Crime Victim Compensation Act; assists in preparing benefit applications including information on compensable costs, eligibility procedures, and payment for forensic medical examinations;
- Attends juvenile forensic interviews; prepares reports for the Criminal Investigation Division; accompanies juvenile victims or relatives to court procedures, hospitals, or law enforcement when requested;
- Refers juvenile victims to available social service agencies for additional services; organizes and promotes social activities for juveniles affected by violence;
- Presents Juvenile Victim Awareness Programs to local schools, churches, and the community; compiles data and reports for tracking juvenile crime victim services; attends and represents the Sheriff's Office at MDT, SART, Juvenile Fatality Review, and Community Involvement Association meetings.

Other Important Duties*

- Performs general filing, telephone answering, and office duties;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Code of Criminal Procedure; general information concerning benefits available to crime victims.

Skill to: Operate a computer to process and retrieve data and information.

Ability to: Communicate well with citizens in a direct but polite manner; establish and maintain effective working relationships with county employees; organize large volumes of work in a timely manner; demonstrate good verbal and written communication skills.

ACCEPTABLE EXPERIENCE AND TRAINING

High school diploma, or its equivalent, and two years of related experience as an advocate or in a social work setting;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Certification as a Notary Public preferred. Valid Texas Driver's License.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting in a courtroom or office setting;
- Frequent use of hands and fingers for keyboarding and handling documents;
- Occasional standing, walking, and moving between office and courtroom environments;
- Visual and auditory acuity sufficient for extended reading, document review, and courtroom proceedings;
- Ability to communicate clearly and effectively in a formal setting;
- Ability to lift and carry up to 25 pounds occasionally.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: CORRECTIONS OFFICER/SHIFT SUPERVISOR

Class No.	1053	EEOC Category	Protective Service Workers
Pay Group	215	FLSA Status	Non-exempt (FLSA § 207(k))

SUMMARY OF POSITION

Provides corrections services involving the health, safety, and security of inmates and the public in a corrections facility; monitors prisoner activities; and maintains necessary records. Supervises all personnel and activities on the assigned shift.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Jail Administrator.
2. Directs: Corrections Officers.
3. Other: Works closely with departmental employees, other law enforcement agencies and personnel, parole and probation officers, inmates, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Supervises all activities and personnel on the assigned shift; trains new officers in the procedural aspects of the job; ensures officers complete arrest reports and tickets before end of shift;
- Photographs and fingerprints new inmates; conducts inspections, shakedowns, and inmate searches; books, classifies, transfers, transports, and releases inmates with attention to health, safety, and security; confiscates, inventories, and stores property from new inmates and releases property to outgoing prisoners; dresses out inmates and escorts them to their cells;
- Prepares arraignment sheets and issues court dates; completes, checks, and processes official papers and documents; ensures all inmate information is entered into the computer; keeps records of incidents and activities during shift; collects fines for offenses committed;
- Conducts head counts; conducts safety inspections of fire exits and equipment; intervenes in and resolves crisis situations including fights and medical emergencies; provides physical restraint of inmates as necessary; assists medical staff with distributing medications to inmates;
- Maintains and updates inmate records including personal history and medical records; supervises work performed by inmates; assists with the personal needs of inmates including telephone calls, mail, laundry, visits, bedding, personal hygiene, and commissary; receives and deposits money for commissary accounts; monitors and assists visitors and maintains visitor lists; conducts and supervises recreational programs including overseeing religious services.

Other Important Duties*

- Serves as Bailiff in Justice of the Peace Court when necessary;
- Assists dispatch with calls when necessary, including answering Crime Stoppers calls;
- Assists with warrants and researches records for Deputies and/or Detectives;
- Maintains inventory of jail supplies;
- Serves or supervises the serving of meals to inmates;
- May be assigned to transportation and court security duties;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Laws, departmental policies, rules, regulations, instructions, and correctional literature regarding the custody of persons.

Ability to: Train, supervise, motivate, and evaluate staff; understand and follow oral instructions; write clear and concise reports; maintain complete records; establish and maintain effective working relationships with county employees and officials, inmates, and the general public; and maintain appropriate certifications.

Other: May be required to translate between Spanish and English.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation and one year of corrections experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Basic certification as a Corrections Officer from the Texas Commission on Law Enforcement Officers Standards and Education. Certification as a Peace Officer may be preferred for some positions.

PHYSICAL REQUIREMENTS*

- Ability to stand, walk, run, kneel, crouch, and climb as required during field operations;
- Ability to pursue, restrain, and control individuals when necessary;
- Sufficient strength and stamina to perform physically demanding tasks, including lifting and carrying up to 50 pounds;
- Visual and auditory acuity sufficient to operate a firearm safely and observe field conditions;
- Ability to operate a motor vehicle and department-issued equipment for extended periods;
- Ability to work irregular hours, rotating shifts, nights, weekends, and on-call as required;
- Ability to tolerate high-stress situations and respond calmly and effectively.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: MEDICAL ASSISTANT

Class No.	1054	EEOC Category	Technicians
Pay Group	214	FLSA Status	Non-exempt

SUMMARY OF POSITION

Provides corrections services involving the health, safety, and security of inmates and the public in a corrections facility; monitors and assists with the medical care of inmates; and maintains necessary records. Works under the direction of the LVN/Jail Nurse and Jail Physician.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Departmental: LVN/Jail Nurse, Jail Administrator, and/or Sheriff.
Medical: LVN/Jail Nurse, Jail Physician, Jail Administrator, and/or Sheriff.
2. Directs: This is a non-supervisory position.
3. Other: Works closely with departmental employees, other law enforcement agencies and personnel, parole and probation officers, inmates, physicians, hospital personnel, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Provides procedures for inmates' regularly scheduled sick calls, referrals for medical, mental, and dental services, efficient and prompt care of acute and emergency situations, and long-term and convalescent care necessary for disabled inmates;
- Supervises the control, distribution, secured storage, and inventory of medical items including prescriptions and over-the-counter medications in accordance with written instructions from a physician; supervises the disposal of prescriptions, medications, syringes, needles, and hazardous waste containers in accordance with federal, state, and local regulations;
- Completes, checks, and processes official papers and documents; ensures all inmate medical information is entered into the computer; maintains and updates medical records on inmates;
- Intervenes in and resolves crisis situations such as medical emergencies, including physical restraint of inmates as necessary; completes security rounds through the jail; maintains the safekeeping of prisoners and security of the clinic;
- Assists medical staff as directed; observes and reports changes in inmate medical condition to the supervising LVN/Jail Nurse or Jail Physician.

Other Important Duties*

- May be assigned to train new officers in procedural aspects of the job;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Laws, departmental policies, rules, regulations, instructions, and correctional literature regarding the custody and medical supervision of inmates.

Ability to: Understand and follow oral instructions; write clear and concise reports; maintain complete records; establish and maintain effective working relationships with county employees and officials, inmates, and the general public; and maintain appropriate certifications, a valid Texas driver's license as applicable to job responsibilities, and a good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING

Nurse aide with five years of experience (county jail or state/federal prison system experience preferred but not required);

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

High school graduation or equivalent and current Nurse Aide certification including: (a) TB Testing Administration, (b) Advances in Skin & Wound Care, (c) First Aid, (d) Medication Aide, and (e) CPR. All certificates must remain active during employment. Must be eligible to obtain Jailer certification from the Texas Commission on Law Enforcement Officer Standards and Education within one year of the date of hire.

PHYSICAL REQUIREMENTS*

- Prolonged periods of standing and walking throughout the jail facility;
- Frequent bending, reaching, and use of hands for patient care and documentation;
- Ability to lift and carry up to 30 pounds; ability to assist in physical restraint of inmates during medical emergencies;
- Visual and auditory acuity sufficient for patient assessment and medication administration;
- Ability to work irregular hours, rotating shifts, and on-call as medically necessary;
- Ability to tolerate exposure to bloodborne pathogens, communicable diseases, and hazardous materials; must be physically fit and maintain required immunizations.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: CORRECTIONS OFFICER

Class No.	1055	EEOC Category	Protective Service Workers
Pay Group	211	FLSA Status	Non-exempt (FLSA § 207(k))

SUMMARY OF POSITION

Provides corrections services involving the health, safety, and security of inmates and the public in a corrections facility; monitors prisoner activities; and maintains necessary records.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Corrections Officer/Shift Supervisor or Jail Administrator.
2. Directs: This is a non-supervisory position.
3. Other: Works closely with departmental employees, other law enforcement agencies and personnel, parole and probation officers, inmates, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Photographs and fingerprints new inmates; conducts inspections, shakedowns, and inmate searches; books, classifies, transfers, transports, and releases inmates with attention to health, safety, and security; confiscates, inventories, and stores property from new inmates and releases property to outgoing prisoners; dresses out inmates and escorts them to their cells;
- Prepares arraignment sheets and issues court dates; completes, checks, and processes official papers and documents; ensures officers leave arrest reports and tickets; ensures all inmate information is entered into the computer; keeps records of incidents and activities during shift;
- Conducts head counts; conducts safety inspections of fire exits and equipment; intervenes in and resolves crisis situations including fights and medical emergencies; provides physical restraint of inmates as necessary; assists medical staff with distributing medications to inmates;
- Maintains and updates inmate records including personal history and medical records; assists with the personal needs of inmates including telephone calls, mail, laundry, visits, bedding, personal hygiene, and commissary; receives and deposits money for commissary accounts;
- Monitors and assists visitors and maintains visitor lists; maintains inventory of jail supplies;
- Conducts and supervises recreational programs for inmates, including overseeing religious services; collects fines for offenses committed; serves or supervises the serving of meals to inmates; supervises work performed by inmates;

Other Important Duties*

- Serves as Bailiff in Justice of the Peace Court when necessary;

- Assists dispatch with calls when necessary, including answering Crime Stoppers calls;
- May be assigned to train new officers in procedural aspects of the job;
- May be assigned to transportation and court security duties;
- May assist with warrants and research records for Deputies and/or Detectives;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Laws, departmental policies, rules, regulations, instructions, and correctional literature regarding the custody of persons.

Ability to: Understand and follow oral instructions; write clear and concise reports; maintain complete records; establish and maintain effective working relationships with county employees and officials, inmates, and the general public; and maintain appropriate certifications, a valid Texas driver's license, and a good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation and one year of corrections experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Basic certification as a Corrections Officer from the Texas Commission on Law Enforcement Officers Standards and Education at the time of hire or within the first 12 months of employment and appropriate Texas driver's license. Certification as a Peace Officer may be preferred for some positions.

PHYSICAL REQUIREMENTS*

- Ability to stand, walk, run, kneel, crouch, and climb as required during field operations;
- Ability to pursue, restrain, and control individuals when necessary;
- Sufficient strength and stamina to perform physically demanding tasks, including lifting and carrying up to 50 pounds;
- Visual and auditory acuity sufficient to operate a firearm safely and observe field conditions;
- Ability to operate a motor vehicle and department-issued equipment for extended periods;
- Ability to work irregular hours, rotating shifts, nights, weekends, and on-call as required;
- Ability to tolerate high-stress situations and respond calmly and effectively.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: WARRANT OFFICER

Class No.	1056	EEOC Category	Protective Service Workers
Pay Group	215	FLSA Status	Non-exempt (FLSA § 207(k))

SUMMARY OF POSITION

Provides corrections services involving the health, safety, and security of inmates and the public. Monitors prisoner activities and maintains necessary records. Serves warrants and executes arrests, enters and clears warrants from the in-house computer system and TCIC/NCIC.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Jail Administrator.
2. Directs: This is a non-supervisory position.
3. Other: Works closely with departmental employees, other law enforcement agencies and personnel, parole and probation officers, inmates, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Enters new warrants into the in-house computer system and the TCIC/NCIC; clears old warrants from the in-house computer system and the TCIC/NCIC; files and maintains warrants from Justice of the Peace, district and county courts, and some out-of-county warrants;
- Serves warrants and executes arrests; sends notification letters to all persons on whom a warrant is issued;
- Sends teletypes and confirms warrants using the TLETS computer; communicates with other law enforcement agencies to check status of prisoners;
- Takes Crime Stopper tips by telephone and assigns anonymous tip numbers; prepares monthly reports of warrant activity;
- Maintains complete and accurate records; handles multiple concurrent tasks as required.

Other Important Duties*

- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Laws, court systems, departmental policies, rules, regulations, instructions, and procedures for handling warrants, capias, and TCIC/NCIC; correctional literature regarding the custody of persons.

Skill to: Operate a computer with word processing and spreadsheet software.

Ability to: Understand and follow oral instructions; write clear and concise reports; maintain complete records; establish and maintain effective working relationships with

county employees, officials, inmates, and the general public; handle multiple tasks simultaneously; and maintain appropriate certifications, a valid Texas driver's license, and a good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation and one year of corrections experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Basic certification as a Corrections Officer from the Texas Commission on Law Enforcement Officers Standards and Education at the time of hire or within the first 12 months of employment and appropriate Texas driver's license. Certification as a Peace Officer may be preferred.

PHYSICAL REQUIREMENTS*

- Ability to stand, walk, run, kneel, crouch, and climb as required during field operations;
- Ability to pursue, restrain, and control individuals when necessary;
- Sufficient strength and stamina to perform physically demanding tasks, including lifting and carrying up to 50 pounds;
- Visual and auditory acuity sufficient to operate a firearm safely and observe field conditions;
- Ability to operate a motor vehicle and department-issued equipment for extended periods;
- Ability to work irregular hours, rotating shifts, nights, weekends, and on-call as required;
- Ability to tolerate high-stress situations and respond calmly and effectively.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: CORPORAL

Class No.	1057	EEOC Category	Protective Service Workers
Pay Group	213	FLSA Status	Non-exempt (FLSA § 207(k))

SUMMARY OF POSITION

Provides corrections services involving the health, safety, and security of inmates and the public in a corrections facility. Monitors prisoner activities, maintains necessary records, and provides intermediate supervision in the absence of the Corrections Officer/Shift Supervisor.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Corrections Officer/Shift Supervisor or Jail Administrator.
2. Directs: Corrections Officers.
3. Other: Works closely with departmental employees, other law enforcement agencies and personnel, parole and probation officers, inmates, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Provides intermediate supervision of Corrections Officers in the absence of the Shift Supervisor; trains new officers in procedural aspects of the job; supervises work performed by inmates; serves or supervises the serving of meals to inmates;
- Photographs and fingerprints new inmates; conducts inspections, shakedowns, and inmate searches; confiscates, inventories, and stores property from new inmates and releases property to outgoing prisoners; books, classifies, transfers, transports, and releases inmates with attention to health, safety, and security; dresses out inmates and puts them in their cells;
- Ensures officers leave arrest reports and tickets; monitors and assists visitors and maintains visitor lists;
- Collects fines for offenses committed; receives and deposits money for commissary accounts;
- Prepares arraignment sheets and issues court dates; completes, checks, and processes official papers and documents; ensures all inmate information is entered into computer; keeps records of incidents and activities during shift;
- Conducts head counts; conducts safety inspections of fire exits and equipment; intervenes in and resolves crisis situations such as fights and medical emergencies including physical restraint of inmates;
- Assists medical staff with distributing medications to inmates; maintains and updates inmate records including personal history and medical records; assists with personal needs of inmates including telephone calls, mail, laundry, visits, and commissary.

Other Important Duties*

- Conducts and supervises recreational programs for inmates, including overseeing religious services;
- May be assigned to train new officers in procedural aspects of job;
- May be assigned to transportation and court security duties;
- May assist with warrants and research records for Deputies and/or Detectives;
- May assist dispatch with calls, including answering Crime Stopper calls;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Laws, departmental policies, rules, regulations, instructions, and correctional literature regarding the custody of persons.

Ability to: Train, supervise, and motivate staff; understand and follow oral instructions; write clear and concise reports; maintain complete records; establish and maintain effective working relationships with county employees, officials, inmates, and the general public; and maintain appropriate certifications.

Other: May be required to translate between Spanish and English.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation and one year of corrections experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Basic certification as a Corrections Officer from the Texas Commission on Law Enforcement Officers Standards and Education. Certification as a Peace Officer may be preferred for some positions.

PHYSICAL REQUIREMENTS*

- Ability to stand, walk, run, kneel, crouch, and climb as required during field operations;
- Ability to pursue, restrain, and control individuals when necessary;
- Sufficient strength and stamina to perform physically demanding tasks, including lifting and carrying up to 50 pounds;
- Visual and auditory acuity sufficient to operate a firearm safely and observe field conditions;
- Ability to operate a motor vehicle and department-issued equipment for extended periods;
- Ability to work irregular hours, rotating shifts, nights, weekends, and on-call as required;
- Ability to tolerate high-stress situations and respond calmly and effectively.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: LVN – JAIL NURSE OR LICENSED PARAMEDIC

Class No.	1058	EEOC Category	Technicians
Pay Group	216	FLSA Status	Non-exempt

SUMMARY OF POSITION

Supervises jail personnel performing medical duties; remains on call to respond to emergency situations at the jail facility; assists the Jail Physician in evaluating and meeting the total health care needs of inmates; and arranges for or provides medical treatment under the direct supervision of the Jail Physician.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Jail Physician and Jail Administrator and/or Sheriff.
2. Directs: Medical Assistant.
3. Other: Works closely with jail personnel, the Jail Physician, various government and law enforcement agencies, other county departments, prisoners, and local area hospitals and medical personnel.

EXAMPLES OF WORK

Essential Duties*

- Assesses inmates' medical needs and arranges for or provides treatment as directed by the Jail Physician, including wound treatment, suture removal, TB skin tests, lab orders, insulin and other injections, blood pressure and blood sugar monitoring for hypertensive and diabetic inmates, and dispensing of prescribed medications and self-administered medications;
- Processes new inmates by screening and evaluating medical and mental health histories in accordance with Texas Commission on Jail Standards protocols and under the direct supervision of the Jail Physician; provides health care evaluations, instructions, and counseling to inmates; reviews medical requests following established protocol; provides medical care services to inmates;
- Supervises the Medical Assistant including assigning and reviewing work, completing performance evaluations, training, and making recommendations on hiring; supervises training of departmental employees regarding managing contagious diseases per Texas Department of Health and CDC policy under the direction of the Jail Physician;
- Maintains medical charts, records, and all required medical documentation; makes requests for medical records transfers of new inmates; prepares medical summaries of inmates being transferred to other correctional facilities; orders lab tests as directed and completes associated paperwork; requests special inmate diets as necessary;
- Maintains the safekeeping of prisoners and security of the clinic; completes security rounds through the jail; adheres to all security and safety procedures for inmates and staff; works on call as medically necessary.

Other Important Duties*

- Serves as liaison between the jail and other medical/mental health agencies as directed by the Jail Physician;
- Schedules medical appointments for inmates as authorized by the Jail Physician; maintains inventory and orders medical equipment, supplies, and medications as directed;
- Answers inmate and staff inquiries regarding inmate medical care; maintains cleanliness in the work area;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: First aid, pharmacology, cardiopulmonary resuscitation, nursing, supervisory management, standard jail practices and procedures, laws, departmental policies, rules, regulations, and federal and state laws regarding health care services and correctional literature regarding the custody of persons.

Ability to: Train, supervise, and motivate departmental personnel; understand and follow oral instructions; recognize problems and recommend solutions; analyze data; reason and make medical judgments and decisions, especially in emergencies; write clear and concise reports; maintain complete records; operate computers; establish and maintain effective working relationships with county employees and officials, inmates, and the general public; and maintain appropriate certifications.

ACCEPTABLE EXPERIENCE AND TRAINING

High school diploma or GED, plus at least two years of experience in nursing or as a paramedic and attainment of certification as a Licensed Vocational Nurse (LVN) or Licensed Paramedic.

CERTIFICATES AND LICENSES REQUIRED

Valid Texas driver's license. Certification as a Licensed Vocational Nurse (LVN) or Licensed Paramedic. Must be eligible to obtain Jailer certification from the Texas Commission on Law Enforcement Officer Standards and Education within one year of the date of hire. Must maintain active immunizations against identified bloodborne pathogen and other occupational exposure risks as required.

PHYSICAL REQUIREMENTS*

- Prolonged periods of standing and walking throughout the jail facility;
- Frequent bending, reaching, and use of hands for patient care and documentation;
- Ability to lift and carry up to 30 pounds; ability to assist in physical restraint of inmates during medical emergencies;
- Visual and auditory acuity sufficient for patient assessment and medication administration;
- Ability to work irregular hours, rotating shifts, and on-call as medically necessary;
- Ability to tolerate exposure to bloodborne pathogens, communicable diseases, and hazardous materials; must be physically fit and maintain required immunizations.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: ASSISTANT JAIL ADMINISTRATOR (LIEUTENANT)

Class No.	1059	EEOC Category	Protective Service Workers
Pay Group	219	FLSA Status	Non-exempt (FLSA § 207(k))

SUMMARY OF POSITION

Responsible for supervising the Sheriff's Office Corrections Division, including the development and implementation of departmental programs and activities. Ensures departmental operations comply with governmental rules and regulations. Provides corrections services involving the health, safety, and security of inmates and the public; monitors prisoner activities; and maintains necessary records.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Jail Administrator.
2. Directs: Shift Supervisor, Corporal, and Corrections Officers.
3. Other: Works closely with court personnel, governmental and law enforcement agencies, other county departments, parole and probation officers, the media, inmates, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Plans the development and deployment of departmental resources; assigns work to and evaluates Corrections Officers, Cadet Corrections Officers, and medical personnel; initiates or approves disciplinary action and letters of commendation for jail personnel; trains new officers in departmental procedures and standards;
- Evaluates all stages of corrections operations and initiates actions to correct deficiencies; ensures jail operations comply with established legal standards; manages the corrections budget; prepares for and coordinates periodic inspections by state, city, county, and federal agencies; conducts safety inspections of fire exits and equipment;
- Reviews and approves all reports; in the absence of the Jail Administrator, approves requests for releases under bond, approves food service, and approves religious education programming; formulates responses and defenses on matters of litigation involving employees and jail inmates;
- Ensures all inmate information is correctly entered into the computer database; maintains and updates inmate records including personal history and medical records; balances and keeps records of inmates' commissary money accounts; prepares arraignment sheets and issues court dates; keeps records of incidents and activities during shift;
- Conducts inspections, shakedowns, and inmate searches; supervises work performed by inmates; intervenes in and resolves crisis situations, including physical

restraint of inmates; photographs and fingerprints new inmates; completes, checks, and processes official papers and documents.

Other Important Duties*

- Collects fines for offenses committed; disburses fine money by hand or through the mail for the county;
- Transports inmates to and from the courthouse, medical and dental appointments; ensures prescriptions are filled;
- Performs routine checks of facility and equipment and recommends necessary maintenance;
- Assists with warrants and researches records for Deputies and/or Detectives;
- May assist dispatch with calls;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Laws, regulations, and procedures governing custody of persons; the Texas Penal Code; and required standards for jail operations.

Ability to: Communicate effectively both orally and in writing; supervise, train, motivate, and evaluate staff; establish and maintain effective working relationships with law enforcement agencies, court personnel, county employees, prisoners, and the general public; manage a complex organization; keep accurate records; and maintain appropriate certifications, a valid Texas driver's license, and a good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING

Bachelor's degree with management and criminal justice courses and at least four years of progressively responsible corrections experience;

or high school graduation and at least eight years of progressively responsible corrections experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Jailer certification and Basic Law Enforcement certification by the Texas Commission on Law Enforcement Officers Standards and Education and appropriate Texas driver's license.

PHYSICAL REQUIREMENTS*

- Ability to stand, walk, run, kneel, crouch, and climb as required during field operations;
- Ability to pursue, restrain, and control individuals when necessary;
- Sufficient strength and stamina to perform physically demanding tasks, including lifting and carrying up to 50 pounds;

- Visual and auditory acuity sufficient to operate a firearm safely and observe field conditions;
- Ability to operate a motor vehicle and department-issued equipment for extended periods;
- Ability to work irregular hours, rotating shifts, nights, weekends, and on-call as required;
- Ability to tolerate high-stress situations and respond calmly and effectively.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: EVIDENCE/PROCUREMENT MANAGER

Class No.	1060	EEOC Category	Protective Service Workers
Pay Group	112	FLSA Status	Non-exempt

SUMMARY OF POSITION

Preserves crime scene evidence and ensures all evidence is immediately and properly labeled, handled, and stored in accordance with Chain of Custody procedures. Oversees proper identification and storage of all Polk County Sheriff's Office property and the county wrecker rotation policy.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Captain.
2. Directs: This is a non-supervisory position.
3. Other: Works closely with other law enforcement agencies, county, district and state agencies, judges, attorneys, victims of crime, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Collects, photographs, and preserves evidence including hair, fingerprints, clothing, and other physical samples at crime scenes; operates videotape and digital recording equipment; prepares crime scene sketches to document evidence collection;
- Prepares evidence for submission to state and federal investigative bureaus and private laboratories; assists officers with criminal investigations including photo arrays and photography; responds to hospitals to document and collect evidence;
- Maintains adequate records for case presentation to the court or grand jury; testifies in court and before grand juries providing expert testimony regarding forensic evidence; collaborates with other agencies to exchange information and coordinate activities;
- Tracks Crime Scene Unit inventory and ensures it is fully stocked; oversees the Polk County Wrecker Rotation Policy; maintains and records all Sheriff's Office property;
- Responsible for disposal of property by return to owner or destruction by court order; Certificate of Destruction must be witnessed by a disinterested person and at least one law enforcement officer in compliance with Texas law.

Other Important Duties*

- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Crime scene investigation procedures; law enforcement administration; criminal and civil law; investigation and crime prevention methods; identification records and procedures; and the use and care of vehicles, firearms, and specialized equipment.

Skill to: Use a computer to prepare records and reports; use vehicles, firearms, and specialized equipment.

Ability to: Apply criminal investigative techniques; establish and maintain effective working relationships with other law enforcement agencies, judicial officials, the District Attorney's office, and the general public; communicate effectively both orally and in writing (above-average skills required); and maintain appropriate certifications, a valid Texas driver's license, and a good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, and at least five years of experience as a law enforcement officer in the State of Texas;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities and satisfies state statutes. CID/Crime Scene experience preferred.

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas driver's license.

PHYSICAL REQUIREMENTS*

- Ability to stand, walk, run, kneel, crouch, and climb as required during field operations;
- Ability to pursue, restrain, and control individuals when necessary;
- Sufficient strength and stamina to perform physically demanding tasks, including lifting and carrying up to 50 pounds;
- Visual and auditory acuity sufficient to operate a firearm safely and observe field conditions;
- Ability to operate a motor vehicle and department-issued equipment for extended periods;
- Ability to work irregular hours, rotating shifts, nights, weekends, and on-call as required;
- Ability to tolerate high-stress situations and respond calmly and effectively.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: SENIOR BAILIFF

Class No.	1061	EEOC Category	Protective Service Workers
Pay Group	217	FLSA Status	Non-exempt (FLSA § 207(k))

SUMMARY OF POSITION

Assists judges in administering courtroom procedure and maintaining order. Provides security of the courthouse during and outside normal business hours. Supervises community service workers assigned to the courthouse.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Sheriff or Designee.
2. Directs: Subordinate departmental staff and individuals assigned to the courthouse for community service.
3. Other: Has frequent contact with the District Attorney's Office, Sheriff's Department, Probation Department, juries, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Provides general security of the courthouse during normal business hours through informal patrolling and investigation and reporting of any suspicious behavior; secures the courthouse outside normal hours when authorized groups use the facility;
- Supervises individuals assigned to the courthouse for community service; schedules and organizes community service work;
- Instructs spectators, prospective jurors, and jurors regarding courtroom conduct; calls witnesses to the stand; escorts jurors to and from the jury box and ensures all parties are present before proceedings begin;
- Assists the judge in maintaining order in the courtroom; escorts persons found in contempt of court and holds them in custody until picked up by a Deputy Sheriff; assists in administering the jury selection process;
- Attends to the needs of jurors during deliberations; supplies copies of court schedules to appropriate parties;
- Conducts routine traffic stops, traffic control on major incidents, and assists with school zones; occasionally transports prisoners to and from the courtroom.

Other Important Duties*

- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Courtroom procedure and activities.

Ability to: Understand and follow written and oral instructions, rules, regulations, and laws; establish and maintain effective working relationships with county employees and persons of widely divergent backgrounds; maintain order in difficult situations;

communicate effectively both orally and in writing; supervise community service workers performing a variety of functions; and maintain appropriate certifications.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, and at least one year of experience in a courtroom, a court clerk's office, or a law enforcement agency;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Basic certification by the Texas Commission on Law Enforcement Officer Standards and Education at the time of hire or within six months of employment, and appropriate Texas Driver's License.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting in a courtroom or office setting;
- Frequent use of hands and fingers for keyboarding and handling documents;
- Occasional standing, walking, and moving between office and courtroom environments;
- Visual and auditory acuity sufficient for extended reading, document review, and courtroom proceedings;
- Ability to communicate clearly and effectively in a formal setting;
- Ability to lift and carry up to 25 pounds occasionally.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: BAILIFF/DISTRICT COURT

Class No.	1062	EEOC Category	Protective Service Workers
Pay Group	Unclassified	FLSA Status	Non-exempt (FLSA § 207(k))

SUMMARY OF POSITION

Assists the District Judge in administering courtroom procedure and maintaining order in the courtroom.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Assigned District Judge.
2. Directs: This is a non-supervisory position.
3. Other: Has frequent contact with the District Attorney's Office, Sheriff's Department, juries, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Instructs spectators, prospective jurors, and jurors regarding courtroom conduct; calls witnesses to the stand;
- Escorts jurors to and from the jury box and ensures all parties and counsel are present before proceedings begin;
- Escorts persons found in contempt of court from the courtroom and holds them in custody until picked up by a Deputy Sheriff;
- Assists the judge in maintaining order in the courtroom; assists in administering the jury selection process;
- Attends to the needs of jurors during deliberations; supplies copies of court schedules to appropriate parties; occasionally transports prisoners to and from the courtroom.

Other Important Duties*

- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Courtroom procedure and activities.

Ability to: Understand and follow written and oral instructions, rules, regulations, and laws; establish and maintain effective working relationships with county employees and persons of widely divergent backgrounds; maintain order in difficult situations; communicate effectively both orally and in writing; and maintain appropriate certifications.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, and at least one year of experience in a courtroom, a court clerk's office, or a law enforcement agency;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Basic certification by the Texas Commission on Law Enforcement Officer Standards and Education at the time of hire or within six months of employment, and appropriate Texas Driver's License.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting in a courtroom or office setting;
- Frequent use of hands and fingers for keyboarding and handling documents;
- Occasional standing, walking, and moving between office and courtroom environments;
- Visual and auditory acuity sufficient for extended reading, document review, and courtroom proceedings;
- Ability to communicate clearly and effectively in a formal setting;
- Ability to lift and carry up to 25 pounds occasionally.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: BAILIFF

Class No.	1063	EEOC Category	Protective Service Workers
Pay Group	215	FLSA Status	Non-exempt (FLSA § 207(k))

SUMMARY OF POSITION

Assists judges in administering courtroom procedure and maintaining order.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Senior Bailiff.
2. Directs: This is a non-supervisory position.
3. Other: Has frequent contact with the District Attorney's Office, Sheriff's Department, law enforcement agencies, Probation Department, juries, Judicial Center staff, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Instructs spectators, prospective jurors, and jurors regarding courtroom conduct; calls witnesses to the stand;
- Escorts jurors to and from the jury box and ensures all parties and counsel are present before proceedings begin;
- Escorts persons found in contempt of court from the courtroom and holds them in custody until picked up by a Deputy Sheriff;
- Assists the judge in maintaining order in the courtroom; assists in administering the jury selection process; attends to the needs of jurors during deliberations;+
- Supplies copies of court schedules to appropriate parties;
- Conducts routine traffic stops, traffic control on major incidents, and assists with school zones; occasionally transports prisoners to and from the courtroom.

Other Important Duties*

- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Courtroom procedure and activities.

Ability to: Understand and follow written and oral instructions, rules, regulations, and laws; establish and maintain effective working relationships with county employees and persons of widely divergent backgrounds; maintain order in difficult situations; communicate effectively both orally and in writing; and maintain appropriate certifications.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, and at least one year of experience in a courtroom or a law enforcement agency;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Basic certification by the Texas Commission on Law Enforcement (TCOLE) Standards at the time of hire. Appropriate Texas Driver's License.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting in a courtroom or office setting;
- Frequent use of hands and fingers for keyboarding and handling documents;
- Occasional standing, walking, and moving between office and courtroom environments;
- Visual and auditory acuity sufficient for extended reading, document review, and courtroom proceedings;
- Ability to communicate clearly and effectively in a formal setting;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: CRIME VICTIM LIAISON

Class No.	1064	EEOC Category	Administrative Support
Pay Group	109	FLSA Status	Non-exempt

SUMMARY OF POSITION

Ensures that victims of violent crimes, guardians of victims, or close relatives of deceased victims are afforded the rights granted by Article 56.02 of the Code of Criminal Procedure. Works closely with law enforcement agencies, prosecuting attorneys, and the judiciary. Promotes public awareness of crime victim rights.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Sheriff or designee.
2. Directs: This is a non-supervisory position.
3. Other: Has regular contact with other departmental employees, employees of outside agencies, representatives of the legal profession, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Serves as victim liaison with law enforcement agencies, prosecuting attorneys, and community social services; ensures victims of violent crimes are aware of and understand their rights under the Texas Code of Criminal Procedure and the criminal justice process;
- Informs victims of violent crimes of the Crime Victim Compensation Act; assists in preparing benefit applications; assists with return of property after final disposition; provides information regarding defendant's rights to bail and procedures in a criminal investigation;
- Provides victims of domestic violence with Protective Order information; assists law enforcement with accompaniment when dealing with victims of domestic violence, sexual assault, or other violent crimes;
- Refers victims to available social service agencies for additional services; accompanies victim or relatives to court proceedings, hospitals, or law enforcement when requested;
- Compiles data and reports for tracking crime victim services; performs general filing, telephone answering, and office duties.

Other Important Duties*

- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Code of Criminal Procedure; general information concerning benefits available to crime victims.

Skill to: Operate a computer to process and retrieve data and information.

Ability to: Communicate well with citizens in a direct but polite manner; establish and maintain effective working relationships with county employees; organize large volumes of work in a timely manner; demonstrate good verbal and written communication skills.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation and/or Associate's Degree and one year of related experience as an advocate or in a social work setting;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Bilingual preferred.

CERTIFICATES AND LICENSES REQUIRED

Certification as a Notary Public preferred. Valid Texas Driver's License.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting in a courtroom or office setting;
- Frequent use of hands and fingers for keyboarding and handling documents;
- Occasional standing, walking, and moving between office and courtroom environments;
- Visual and auditory acuity sufficient for extended reading, document review, and courtroom proceedings;
- Ability to communicate clearly and effectively in a formal setting;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: PRE-TRIAL SERVICES COORDINATOR

Class No.	1065	EEOC Category	Administrative Support
Pay Group	110	FLSA Status	Non-exempt

SUMMARY OF POSITION

Responsible for interviewing offenders at the jail, reviewing eligibility for pre-trial services, making recommendations to the Court regarding offender eligibility, supervising offenders placed on pre-trial bonds, and reporting violation or status reports to the courts. Administers alcohol and drug testing on participants and notifies participants of court settings and dates.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: The Board of Judges, with supervision by the County Court at Law Adminstrating Judge.
2. Directs: This is a non-supervisory position.
3. Other: Works closely with court staff, the District Attorney's Office, and jail personnel. Requires contact with offenders and the general public.

EXAMPLES OF WORK

Essential Duties*

- Conducts interviews for pre-trial services; reviews and evaluates offender eligibility for pre-trial bond placement; makes recommendations to the court regarding eligibility;
- Supervises a case load of pre-trial bond cases; monitors participant compliance with bond conditions; reports violations to the appropriate court in a timely and accurate manner;
- Administers alcohol and drug testing to participants in accordance with program guidelines;
- Notifies participants of court settings and dates; enters and maintains case information in the pre-trial database, including courtesy supervisions, bonds, and other required data;
- Receives and receipts payments from clients; prepares daily deposits; answers telephone and greets visitors.

Other Important Duties*

- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Office procedures and equipment including Microsoft Word and Excel.

Skill to: Type and enter data with appropriate speed and efficiency; must have outstanding organizational skills and be able to perform duties with minimal supervision.

Ability to: Work with staff, other departments, and the public in an effective, courteous, professional, and positive manner; maintain confidentiality with respect to sensitive information.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, and experience in a related or similar capacity is preferred;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Valid Texas Driver's License.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting in a courtroom or office setting;
- Frequent use of hands and fingers for keyboarding and handling documents;
- Occasional standing, walking, and moving between office and courtroom environments;
- Visual and auditory acuity sufficient for extended reading, document review, and courtroom proceedings;
- Ability to communicate clearly and effectively in a formal setting;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: INDIGENT DEFENSE COORDINATOR

Class No.	1066	EEOC Category	Administrative Support
Pay Group	112	FLSA Status	Non-exempt

SUMMARY OF POSITION

Charged with appointing attorneys as designee of the judges, maintaining records, and reporting to the state as required by the Fair Defense Act. Administers the Polk County Indigent Defense Program.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: District and County Court at Law Judges.
2. Directs: May supervise and assign work to other employees.
3. Other: Works closely with the judges of all Polk County courts, local defense attorneys, the Pre-Trial Services Coordinator, jail personnel, and defendants.

EXAMPLES OF WORK

Essential Duties*

- Performs all appointments of counsel for indigent criminal defendants, in and out of court, as the designee of the judges; reviews all defendant applications for court-appointed attorneys to determine qualification;
- Maintains the rotation and default system of assigned counsel; monitors the frequency and reasons for off-list appointments; reports a summary of appointment data to judges at least monthly;
- Manages the graduated list of court-appointed attorneys; receives applications for advancements as higher qualifications are met; monitors attorney completion of continuing legal education (CLE) requirements;
- Reviews invoices submitted by attorneys and compares to the appointment schedule prior to judicial approval; develops procedures to track attorney contact with clients and investigate allegations of non-compliance with statutory requirements;
- Performs training for law enforcement, magistrates, local bar, and other personnel on indigent defense plans adopted by the courts.

Other Important Duties*

- Performs other duties necessary to the optimal function of the Indigent Defense Program of Polk County as the program progresses.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Basic office equipment; county procedures; the legal defense system.

Skill to: Operate all office equipment with sufficient speed and efficiency to accomplish required tasks; demonstrate outstanding interview and organizational skills. Bilingual skills would be extremely helpful.

Ability to: Understand and operate efficiently within the parameters of the legal system; communicate effectively both through speech and the written word; exercise diplomacy in working with a variety of disciplines within and outside the county legal system.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, as well as a bachelor's degree preferably in Criminal Justice or other social science;

or high school graduation with experience and training such as significant employment in a law office in combination with paraprofessional training;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Valid Texas Driver's License.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting in a courtroom or office setting;
- Frequent use of hands and fingers for keyboarding and handling documents;
- Occasional standing, walking, and moving between office and courtroom environments;
- Visual and auditory acuity sufficient for extended reading, document review, and courtroom proceedings;
- Ability to communicate clearly and effectively in a formal setting;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: BOND CONDITIONS SUPERVISOR

Class No.	1067	EEOC Category	Administrative Support
Pay Group	114	FLSA Status	Non-exempt

SUMMARY OF POSITION

Responsible for overseeing individuals released under court-ordered bond conditions, ensuring compliance, and reporting any violations to the appropriate court. Monitors and supervises participants, coordinates drug and alcohol testing, and maintains timely communication with courts and program participants.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: The Board of Judges, with supervision provided by the appointed Justice of the Peace, as Administrative Judge.
2. Directs: This is a non-supervisory position.
3. Other: Works closely with staff from the courts, District Attorney's Office, and jail. Requires contact with offenders and the general public.

EXAMPLES OF WORK

Essential Duties*

- Supervises a case load of bond condition requirements; monitors participant compliance with court-mandated bond conditions until cases are filed with the Polk County Court at Law or District Courts;
- Reports status updates and any violations of bond conditions to the court in a timely and accurate manner;
- Administers drug and alcohol testing to participants at the supervisor's discretion and in accordance with program guidelines;
- Notifies participants of first appearance dates with the courts; prepares and submits case updates and compliance reports to judges as requested;
- Maintains accurate case records through timely data entry in the bond supervision database; responds to telephone inquiries; greets and assists visitors; processes and receipts payments; compiles daily financial deposits.

Other Important Duties*

- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Office procedures and equipment including Microsoft Word and Excel.

Skill to: Type and enter data with appropriate speed and efficiency; must have outstanding organizational skills and be able to perform duties with minimal supervision.

Ability to: Work with staff, other departments, and the public in an effective, courteous, professional, and positive manner; maintain confidentiality with respect to sensitive information.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, and experience in a related or similar capacity is preferred;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Valid Texas Driver's License.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting in a courtroom or office setting;
- Frequent use of hands and fingers for keyboarding and handling documents;
- Occasional standing, walking, and moving between office and courtroom environments;
- Visual and auditory acuity sufficient for extended reading, document review, and courtroom proceedings;
- Ability to communicate clearly and effectively in a formal setting;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: COUNTY COURT AT LAW JUDGE

Class No.	1101	EEOC Category	Executive/Senior Level Official and Manager
Pay Group	Unclassified	FLSA Status	Not Covered

SUMMARY OF POSITION

Has jurisdiction over civil cases, eminent domain proceedings, criminal misdemeanors, appeals from Justice of the Peace and Municipal Courts, all matters under the Texas Family Code, juvenile matters, and other cases as authorized by law. Serves as the only resident judge of the court of record exercising judicial responsibility for juvenile and family matters, search warrants, and related proceedings.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: The citizens of Polk County (elected position).
2. Directs: Court Coordinator, Judicial Programs Coordinator, Court Reporter, and other assigned staff.
3. Other: Has contact with attorneys, court personnel, law enforcement agencies, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Conducts daily docket calls of criminal cases for entry of plea, sentencing, revocation of probation, arraignment, and designation of attorney;
- Conducts uncontested docket for civil matters;
- Conducts pre-trial hearings, trials before the court, and jury trials in civil, criminal, and domestic relations cases; impanels juries when needed;
- Signs orders incident to the court's jurisdiction; establishes and periodically amends local rules of practice as authorized by law;
- Works with other judges and branches of government to improve the administration of justice; attends continuing legal education programs as required by law;
- Makes public appearances before schools, civic groups, and the general public incidental to elective office; performs other duties as specified by law.

Other Important Duties*

- Establish departmental performance benchmarks and key indicators; continually analyze budget performance and variances; make appropriate adjustments and report to the Commissioners Court; Actively participate in interdepartmental programs and committees, providing sound input; seek self-improvement and continued professional development.

QUALIFICATION REQUIREMENTS

A candidate for County Court at Law Judge in Polk County must be at least 25 years old, a qualified voter and resident of Polk County for at least two consecutive years, and an

attorney licensed in Texas who has actively practiced law for at least four consecutive years before election.

County Court at Law judges must complete 30 hours of continuing education within their first year in office, and at least 16 hours each year thereafter.

TERM OF OFFICE

A County Court at Law Judge is elected for a four-year term and may be appointed by the Commissioners Court to complete an unexpired term.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting in a courtroom or office setting;
- Frequent use of hands and fingers for keyboarding and handling documents;
- Occasional standing, walking, and moving between office and courtroom environments;
- Visual and auditory acuity sufficient for extended reading, document review, and courtroom proceedings;
- Ability to communicate clearly and effectively in a formal setting;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: COURT COORDINATOR

Class No.	1103	EEOC Category	Administrative Support
Pay Group	116	FLSA Status	Exempt

SUMMARY OF POSITION

Assists the elected or appointed official in department with various preparation activities for legal processes, including coordination of court proceedings, notification of involved parties, research, documentation, and recordkeeping.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: County Court at Law Judge.
2. Directs: May supervise and assign work to other employees.
3. Other: Has regular contact with other departmental employees, employees of outside agencies, representatives of the legal profession, prospective jurors, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Acts as Court Coordinator for the County Court at Law (criminal, juvenile, civil, and probate); prepares and maintains dockets for criminal and/or civil cases; facilitates all aspects of case flow management including setting and supervising special dockets;
- Sets juvenile matters for court with Probation Officers;
- Attends court proceedings with the judge; may assist the departmental official in the courtroom during trial; obtains information from individuals and agencies needed to assist the court for trial;
- Creates, maintains, and supervises accurate filing and database systems for information relating to assigned cases; prepares various legal documents including forfeitures, extradition papers, and case summaries for trial;
- Acts as liaison among attorneys, law enforcement, other court personnel, and the court; notifies appropriate county departments of relevant court schedule and deadline information; notarizes instruments in civil and criminal matters;
- Arranges for Court Reporter, Bailiff, and interpreter for court proceedings; assists in jury preparation and selection; supervises maintenance of the law library; screens documents requesting emergency warrants in the absence of the judge.

Other Important Duties*

- Keeps detailed records regarding departmental concerns, including jail logs, unapprehended defendants, cases on appeal, etc.;
- Prepares or assists in preparation of departmental reports including budget, federal, and outside agency reports;
- Performs secretarial duties; answers telephone and acts as receptionist;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: County procedures.

Skill to: Operate modern office equipment including computer with word processing software, calculator, and copy machine; demonstrate keyboarding proficiency with a high degree of accuracy.

Ability to: Understand and operate efficiently within the parameters of the legal system; take accurate notes at meetings from which to prepare statements; apply correct business English, spelling, punctuation, and math; establish and maintain effective working relationships with county departments, outside agencies, and the general public; make decisions in stressful situations; understand and follow oral and written instructions; and maintain appropriate certifications.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus two years of legal training courses or trial management experience and at least two years of experience in a related position;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Certification as a Notary Public. Certified Legal Assistant preferred.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting in a courtroom or office setting;
- Frequent use of hands and fingers for keyboarding and handling documents;
- Occasional standing, walking, and moving between office and courtroom environments;
- Visual and auditory acuity sufficient for extended reading, document review, and courtroom proceedings;
- Ability to communicate clearly and effectively in a formal setting;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: JUDICIAL PROGRAMS COORDINATOR

Class No.	1104	EEOC Category	Administrative Support
Pay Group	112	FLSA Status	Non-exempt

SUMMARY OF POSITION

Assists the elected or appointed official in department with various preparation activities for legal processes, including coordination of court proceedings, notification of involved parties, research, documentation, recordkeeping, and monitoring of judicial reporting to state entities and compliance with legal reporting requirements.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: County Court at Law Judge and/or Court Coordinator.
2. Directs: May supervise and assign work to other employees.
3. Other: Has regular contact with other departmental employees, employees of outside agencies, representatives of the legal profession, prospective jurors, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Assumes duties of Court Coordinator for the County Court at Law (criminal, juvenile, civil, and probate) in their absence; prepares and maintains dockets for criminal and/or civil cases; sets juvenile matters for court with Probation Officers; facilitates all aspects of case flow management;
- Obtains information from individuals and agencies need to assist court for trial;
- Monitors county compliance with state case reporting requirements; attends court proceedings with the judge and assists in the courtroom during trial;
- Creates, maintains, and supervises accurate filing and database systems for cases; prepares various legal documents including forfeitures, extradition papers, and case summaries;
- Acts as liaison among attorneys, law enforcement, other court personnel, and the court; notarizes instruments in civil and criminal matters; assists in jury preparation and selection;
- Arranges for Court Reporter, Bailiff, and interpreter; assists in preparation of departmental reports; supervises maintenance of the law library; screens documents requesting emergency warrants in absence of judge.

Other Important Duties*

- Keeps detailed records regarding departmental concerns, including jail logs, un-apprehended defendants, cases on appeal, etc.;
- Notifies appropriate county departments of relevant court schedule and deadline information;
- Oversees supplies and maintenance of equipment for office;
- Performs secretarial duties; answers telephone and acts as receptionist;

- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: County procedures and state judicial reporting.

Skill to: Operate modern office equipment including computer with word processing software, calculator, and copy machine; demonstrate keyboarding proficiency with a high degree of accuracy.

Ability to: Understand and operate efficiently within the parameters of the legal system; take accurate notes at meetings; apply correct business English, spelling, punctuation, and math; establish and maintain effective working relationships with county departments, outside agencies, and the general public; make decisions in stressful situations; understand and follow oral and written instructions; and maintain appropriate certifications.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus two years of legal training courses or trial management experience and at least two years of experience in a related position;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Certification as a Notary Public. Certified Legal Assistant preferred.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting in a courtroom or office setting;
- Frequent use of hands and fingers for keyboarding and handling documents;
- Occasional standing, walking, and moving between office and courtroom environments;
- Visual and auditory acuity sufficient for extended reading, document review, and courtroom proceedings;
- Ability to communicate clearly and effectively in a formal setting;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: COURT REPORTER

Class No.	1105	EEOC Category	Administrative Support
Pay Group	119	FLSA Status	Non-exempt

SUMMARY OF POSITION

Records and accurately transcribes all court proceedings.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Judge of the appropriate court.
2. Directs: This is a non-supervisory position.
3. Other: Has contact with the District and County Clerks' offices and all parties involved in trying a case, including attorneys, witnesses, jury members, defendants, prosecutors, and spectators.

EXAMPLES OF WORK

Essential Duties*

- Attends all sessions of the assigned court and makes a full record of evidence, objections, rulings, voir dire, and arguments; takes full shorthand notes (by hand or by machine) of oral testimony, objections, court rulings, and remarks as required;
- Preserves all shorthand or machine notes taken in court for three years from the date taken; prepares accurate transcripts of court proceedings for appeals or future court use as instructed;
- Marks and files with the court all exhibits introduced into evidence during trials or hearings; indexes and files notes taken in court; prepares jury charges in civil cases;
- Locates and reads testimony adduced in court for court or jury assistance; conducts the deposition of witnesses; receives, executes, and returns commissions; and makes a certificate of the proceedings;
- Maintains current knowledge of Texas law and proper court procedure; applies correct English punctuation, spelling, and vocabulary including legal and medical terminology.

Other Important Duties*

- May perform secretarial services assisting in the administrative functions of the court;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Shorthand theory by hand or machine.

Ability to: Meet standards established for certification as a Certified Shorthand Reporter by the Supreme Court of Texas (180–225 words per minute, scoring at least 95% accuracy); demonstrate general knowledge of Texas law and proper court procedure; apply correct English punctuation, spelling, and vocabulary including legal and medical terminology; establish and maintain effective working relationships with court clerk offices and all parties involved in cases; and maintain appropriate certifications.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus graduation from court reporting school and experience sufficient to permit certification as a Certified Shorthand Reporter by the Supreme Court of Texas;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Certification as a Certified Shorthand Reporter by the Supreme Court of Texas (VCTA, Government Code, Sec. 52.023).

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting in a courtroom or office setting;
- Frequent use of hands and fingers for keyboarding and handling documents;
- Occasional standing, walking, and moving between office and courtroom environments;
- Visual and auditory acuity sufficient for extended reading, document review, and courtroom proceedings;
- Ability to communicate clearly and effectively in a formal setting;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: COURT RECORDER

Class No.	1106	EEOC Category	Administrative Support
Pay Group	Unclassified	FLSA Status	Non-exempt

SUMMARY OF POSITION

Maintains an accurate audio record of all court proceedings using professional multi-channel digital recording systems in accordance with Texas Rules of Appellate Procedure.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Judge of the appropriate court.
2. Directs: This is a non-supervisory position.
3. Other: Has contact with the District and County Clerks' offices and all parties involved in cases, including witnesses, attorneys, jury members, defendants, prosecutors, and spectators.

EXAMPLES OF WORK

Essential Duties*

- Captures audio of legal proceedings using professional multi-channel digital recording systems, mixers, and microphones while simultaneously making detailed, legible, synced notes pursuant to Texas Rules of Appellate Procedure 13.1 and 13.2;
- Assigns separate, discrete sound channels to case participants to avoid voice overlap; monitors and adjusts mixer and recording levels to ensure a clear record throughout proceedings;
- Maintains an accurate record of all trial proceedings and hearings; compiles trial and hearing worksheets; performs as liaison for all requested hearing transcripts;
- Coordinates deadlines for all appellate records;
- Reconciles daily court activity and decisions; takes notes in proceedings and creates log notes of speaker identification and key words; logs and files all exhibits with the Clerk of Court;
- Maintains records according to retention guidelines; assists with docket management, generating DWOP reports, delinquent reports, and assisting staff and attorneys.

Other Important Duties*

- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Computer software and technology, its maintenance and operation; multi-channel digital court recording software and equipment; case citation verification and specialized terminology (medical, legal, technical).

Ability to: Develop expertise in multi-channel digital court recording systems; maintain professionalism in proceedings containing graphic or emotional case details; maintain concentration throughout proceedings; organize, keep track of, and manage trial and hearing exhibits; demonstrate good interpersonal and communication skills and excellent organizational skills.

ACCEPTABLE EXPERIENCE AND TRAINING

Associate's degree or equivalent job experience in this field.

CERTIFICATES AND LICENSES REQUIRED

Certification as a Notary Public preferred.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting in a courtroom or office setting;
- Frequent use of hands and fingers for keyboarding and handling documents;
- Occasional standing, walking, and moving between office and courtroom environments;
- Visual and auditory acuity sufficient for extended reading, document review, and courtroom proceedings;
- Ability to communicate clearly and effectively in a formal setting;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: CHIEF INVESTIGATOR

Class No.	1113	EEOC Category	Protective Service Workers
Pay Group	219	FLSA Status	Exempt

SUMMARY OF POSITION

Supervises and conducts investigations and provides support for the trial of criminal cases in the District Attorney's Office. Provides evaluation and analysis of investigative work completed by law enforcement agencies. Acts as liaison between the District Attorney's Office and all law enforcement agencies.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Elected or appointed official in the department.
2. Directs: Other Investigators.
3. Other: Has contact with other departmental employees, the general public, attorneys, and law enforcement officials. May have contact with other county departments, public schools, and local, state, out-of-state, and/or federal agencies.

EXAMPLES OF WORK

Essential Duties*

- Reviews all cases referred to the office (misdemeanor and felony); requests prior judgments and penitentiary packets; requests additional information needed to ensure cases are ready for prosecution; reviews cases post-indictment to ensure they are trial-ready;
- Conducts follow-up interviews with witnesses, victims, and law enforcement; interviews suspects when necessary; locates and interviews persons deemed relevant to cases; assists with victim assistance in court;
- Prepares and presents courtroom and trial materials; manages and organizes witnesses for trial testimony; prepares all necessary exhibits for trial; manages all courtroom electronic equipment used in court and trial; testifies in court when necessary; aid in vetting process for every Voir Dire
- Acts as liaison between the District Attorney's Office and all law enforcement agencies; assists local law enforcement agencies with criminal investigations when requested; assists in preparation and execution of arrest and search warrants; obtains and subpoenas evidence and records; subpoena all witnesses for trial testimony; serves citations and subpoenas;
- Supervises other investigators; attends autopsies and forensic interviews when necessary; accompanies victims to hospitals for statements; attends multi-disciplinary team meetings; accompanies and conducts sex offender compliance checks.

Other Important Duties*

- Attend and maintain all training requirements for TCOLE licensing;
- Assists with department vehicle maintenance requirements;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Working knowledge of spreadsheet, word processing, and database software; TCIC/NCIC databases; law enforcement procedures and criminal investigations.

Ability to: Complete projects and tasks in a timely and accurate manner; communicate effectively both orally and in writing; demonstrate good interpersonal skills and the ability to deal effectively with the public and victims of crime and their families.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus eight years of law enforcement experience with a minimum of five years of investigative experience, including at least two years of office management experience with supervisory responsibilities.

CERTIFICATES AND LICENSES REQUIRED

Must be licensed as a Texas Peace Officer. Advanced TCOLE Certification preferred but not required. Must possess or be willing to obtain a TCOLE Instructor's License.

PHYSICAL REQUIREMENTS*

- Ability to stand, walk, run, kneel, crouch, and climb as required during field operations;
- Ability to pursue, restrain, and control individuals when necessary;
- Sufficient strength and stamina to perform physically demanding tasks, including lifting and carrying up to 50 pounds;
- Visual and auditory acuity sufficient to operate a firearm safely and observe field conditions;
- Ability to operate a motor vehicle and department-issued equipment for extended periods;
- Ability to work irregular hours, rotating shifts, nights, weekends, and on-call as required;
- Ability to tolerate high-stress situations and respond calmly and effectively.

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Job Description: SENIOR TRIAL ASSOCIATE

Class No.	1117	EEOC Category	Professional
Pay Group	117	FLSA Status	Exempt

SUMMARY OF POSITION

Assists division attorneys in the completion of their daily responsibilities and preparation of cases for trial. Participates in planning of programs, policies, and objectives of the work group and department.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Elected or appointed official in department.
2. Directs: Subordinate departmental staff.
3. Other: Has regular contact with other departmental employees, the general public, and one or more of the following: attorneys, internal auditors, abstract and tax offices, and law enforcement officials.

EXAMPLES OF WORK

Essential Duties*

- Gathers and reviews legal and evidentiary material to ensure compliance with rules of evidence; ensures criminal discovery law compliance to ensure each accused is entitled to a fair and impartial trial and due process;
- Prepares delegated motion practice documents; prepares drafts of pretrial prosecution motions, post-trial motions, and responses to defense motions;
- Prepares trial exhibits, witness lists, exhibit lists, and trial briefs;
- Assists division attorneys in court hearings and trials; communicates with court personnel and defense attorneys regarding court settings and details of discovery, filings, pleadings, and motions;
- Reviews court orders for discovery considerations and prepares disclosure; reviews and edits computer database entries and electronic files associated with criminal cases.

Other Important Duties*

- Participates in activities and duties related to emergency management during a local state of disaster as directed;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Basic Texas criminal laws, procedures, and evidence; working knowledge of legal terminology, legal office practices, and legal research, writing, and drafting skills.

Ability to: Draft legal documents; analyze and comprehend legal arguments from criminal pleadings and filings; demonstrate strong computer skills; communicate effectively verbally and in writing with the public, other employees, and elected officials.

ACCEPTABLE EXPERIENCE AND TRAINING

Associate's or Bachelor's degree in Criminal Justice, Paralegal Studies, or a related field.

CERTIFICATES AND LICENSES REQUIRED

Paralegal Program Certificate or comparable experience.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting in a courtroom or office setting;
- Frequent use of hands and fingers for keyboarding and handling documents;
- Occasional standing, walking, and moving between office and courtroom environments;
- Visual and auditory acuity sufficient for extended reading, document review, and courtroom proceedings;
- Ability to communicate clearly and effectively in a formal setting;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: LAW CLERK

Class No.	1120	EEOC Category	Professionals
Pay Group	Unclassified	FLSA Status	Exempt

SUMMARY OF POSITION

Assists supervising prosecutors in the District Attorney's Office with felony and misdemeanor cases. Provides support in trial preparation, legal research, hearings, briefs, and case review. This is a paid position intended to provide law students practical experience in county prosecution.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: District Attorney.
2. Directs: This is a non-supervisory position.
3. Other: Works closely with other departmental employees, law enforcement agencies, witnesses, court personnel, other governmental and social service agencies, outside attorneys, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Reviews felony cases to determine the legal and factual sufficiency of the case; advises law enforcement agencies on procedure, policy, and law;
- Litigates felony prosecutions, including handling pleas, arraignments, probation revocations, and other hearings as authorized; represents cases to the grand jury;
- Performs legal research necessary for felony criminal prosecution; writes appeals, briefs, and correspondence;
- Interviews and prepares witnesses for court hearings; communicates with county and district clerks, law enforcement agencies, attorneys, and the general public regarding cases before the court;
- Responds to correspondence from persons making inquiry to or requesting information from the department.

Other Important Duties*

- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Judicial principles; criminal law principles; Texas Code of Criminal Procedures; Texas Penal Code; and public law.

Skill to: Operate a computer to process and retrieve data and information.

Ability to: Develop research methods and perform legal research; consult knowledgeably with victims, witnesses, law enforcement, and defendants; analyze facts, procedures, and legal precedent; present facts and precedents effectively in court and in writing; establish and maintain effective working relationships with county employees, officials, court personnel, and attorneys; communicate effectively both orally and in writing.

ACCEPTABLE EXPERIENCE AND TRAINING

Applicants must be current law school students who have completed at least year one of law school. Students applying for school credit must be enrolled with a faculty advisor or externship program. Must be available for at least 20 hours per week.

CERTIFICATES AND LICENSES REQUIRED

None. (Current enrollment in accredited law school required.)

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting in a courtroom or office setting;
- Frequent use of hands and fingers for keyboarding and handling documents;
- Occasional standing, walking, and moving between office and courtroom environments;
- Visual and auditory acuity sufficient for extended reading, document review, and courtroom proceedings;
- Ability to communicate clearly and effectively in a formal setting;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: CRIMINAL DISTRICT ATTORNEY

Class No.	1121	EEOC Category	Executive/Senior Level Official and Manager
Pay Group	Unclassified	FLSA Status	Not Covered

SUMMARY OF POSITION

The District Attorney is primarily an attorney for the state who prosecutes felony cases in the District Courts. Performs management and oversight functions and works to improve the criminal justice system. In Polk County, the District Attorney's Office is also responsible for prosecution of misdemeanor cases in the County Court-at-Law and Justice of the Peace Courts.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: The citizens of Polk County (elected position).
2. Directs: First Assistant District Attorney, Chief Prosecutor, assistant attorneys, investigators, and support staff.
3. Other: Has contact with all law enforcement agencies, courts, county departments, civic organizations, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Plans for the future services and budgetary needs of the department; manages the personnel, equipment, facilities, and finances of the department; ensures the planning, development, and implementation of office policy and procedures;
- Litigates felony and misdemeanor criminal cases in the county; reviews and evaluates witness statements, case reports, and financial documents; conducts legal research; determines whether to accept or decline prosecution based upon the evidence presented; monitors the progress and disposition of individual cases to ensure statutory deadline requirements are met;
- Prepares and submits appellate briefs in a timely manner; presents oral arguments before appellate courts; acts as legal advisor to outside law enforcement agencies; makes presentations to the grand jury as needed;
- Maintains liaison with Commissioners Court and other public and private agencies related to the criminal justice system; maintains close coordination with law enforcement and the courts;
- Interviews complainants and witnesses; drafts search and arrest warrants, charging instruments, trial and pretrial motions, and jury charges; maintains and supervises maintenance of case files, statistics, and evidence;
- Performs other duties specified by law.

QUALIFICATION REQUIREMENTS

A candidate for District Attorney must be a qualified voter and licensed attorney, must be a citizen of the United States, have lived in the State of Texas for a period of twelve

months before the date of any primary, general, or special election, and have lived for six months before such election in Polk County.

TERM OF OFFICE

The District Attorney is elected from a judicial district for a four-year term.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting in a courtroom or office setting;
- Frequent use of hands and fingers for keyboarding and handling documents;
- Occasional standing, walking, and moving between office and courtroom environments;
- Visual and auditory acuity sufficient for extended reading, document review, and courtroom proceedings;
- Ability to communicate clearly and effectively in a formal setting;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: ASSISTANT CRIMINAL DISTRICT ATTORNEY

Class No.	1122	EEOC Category	Professionals
Pay Group	Unclassified	FLSA Status	Exempt

SUMMARY OF POSITION

Screens misdemeanor and juvenile cases for legal sufficiency of charges; prepares cases for prosecution and/or court hearings; and presents and/or prosecutes cases in the county court-at-law, juvenile court, justice of the peace courts, and/or district court.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Chief Prosecutor – Misdemeanors and Juveniles.
2. Directs: Does not supervise other employees but may assign and review work of investigator and secretary.
3. Other: Works closely with other departmental employees, county departments, law enforcement agencies, court personnel, governmental and social service agencies, outside attorneys, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Screens and reviews cases to determine the legal and factual sufficiency of the case; conducts investigations and negotiations to determine recommendations for court action;
- Performs legal research necessary for felony or misdemeanor criminal prosecutions; prepares cases for trial and researches and briefs areas of the law related to cases and potential appeals;
- Prepares legal documents including subpoenas, motions, writs, warrants, and other related instruments; confers with supervisors, defense attorneys, investigators, law enforcement officials, victims, witnesses, and other parties concerning assigned cases;
- Litigates misdemeanor and juvenile cases before appropriate court and/or jury; assesses the need for protective orders; writes appellate briefs and argues cases before appellate courts;
- Interviews and prepares witnesses for court hearings; responds to correspondence; compiles statistical reports; may assume responsibilities of Chief Prosecutor in their absence.

Other Important Duties*

- May act as attorney advocate in juvenile, CPS, or state mental commitment hearings;
- Assists clerical and legal secretarial staff as needed; may supervise clerical or secretarial staff on the processing of an assigned case; confers with para-legal

- regarding assigned cases; compiles statistical reports, utilizing a computer to process, retrieve and disseminate information;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Judicial principles; criminal law principles; Texas Family Code; Texas Code of Criminal Procedures; Texas Penal Code; and public law.

Skill to: Operate a computer to process and retrieve data and information.

Ability to: Develop research methods and perform legal research; consult knowledgeably with victims, witnesses, law enforcement, and defendants; analyze facts, procedures, and legal precedent; present facts effectively in court and in writing; establish and maintain effective working relationships with county employees, officials, court personnel, and attorneys; communicate effectively both orally and in writing including presenting cases before courts and juries.

ACCEPTABLE EXPERIENCE AND TRAINING

J.D. or L.L.B. degree from an accredited law school;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

License from the Texas State Bar to practice law in the State of Texas.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting in a courtroom or office setting;
- Frequent use of hands and fingers for keyboarding and handling documents;
- Occasional standing, walking, and moving between office and courtroom environments;
- Visual and auditory acuity sufficient for extended reading, document review, and courtroom proceedings;
- Ability to communicate clearly and effectively in a formal setting;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: CRIMINAL INVESTIGATOR

Class No.	1123	EEOC Category	Protective Service Workers
Pay Group	217	FLSA Status	Non-exempt

SUMMARY OF POSITION

Conducts criminal investigations with primary emphasis on felony cases and performs a variety of law enforcement functions for the District Attorney's Office.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: District Attorney.
2. Directs: This is a non-supervisory position.
3. Other: Works closely with other departmental employees, law enforcement agencies, prisoners, witnesses, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Conducts all aspects of criminal investigations, primarily involving felony cases but occasionally misdemeanor or civil cases as required; conducts pretrial crime scene investigations;
- Collects evidence for use at trial; locates physical evidence; handles and preserves chain of custody of evidence;
- Locates prosecution witnesses; conducts background investigations of suspects and witnesses; obtains criminal histories; obtains statements from witnesses and suspects;
- Receives subpoenas for and issues copies of civil case records; serves as custodian of these records; serves subpoenas; transports evidence and prisoners as needed;
- Works closely with law enforcement agencies in conducting criminal investigations; assists others within and outside the department on special cases.

Other Important Duties*

- May assist in selecting of jurors;
- May review certain cases to determine if restitution should be substituted for prosecution;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Law enforcement administration; criminal and civil law; investigation and crime prevention methods and techniques; rules of evidence; laws governing custody of persons; general business practices; and personal computers.

Ability to: Communicate effectively both orally and in writing including good interviewing techniques; draft complaints and search warrants; operate cameras and video equipment; establish and maintain effective working relationships with county employees, officials, attorneys, court personnel, law enforcement agencies, and the general public; and maintain appropriate certifications.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, training in basic criminal investigation, and two years of experience as a law enforcement officer;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Basic Certification as a Peace Officer from the Texas Commission on Law Enforcement Officer Standards and Education.

PHYSICAL REQUIREMENTS*

- Ability to stand, walk, run, kneel, crouch, and climb as required during field operations;
- Ability to pursue, restrain, and control individuals when necessary;
- Sufficient strength and stamina to perform physically demanding tasks, including lifting and carrying up to 50 pounds;
- Visual and auditory acuity sufficient to operate a firearm safely and observe field conditions;
- Ability to operate a motor vehicle and department-issued equipment for extended periods;
- Ability to work irregular hours, rotating shifts, nights, weekends, and on-call as required;
- Ability to tolerate high-stress situations and respond calmly and effectively.

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Job Description: ASSISTANT CRIMINAL DISTRICT ATTORNEY – FELONY PROSECUTOR

Class No.	1124	EEOC Category	Professionals
Pay Group	Unclassified	FLSA Status	Exempt

SUMMARY OF POSITION

Screens felony cases for legal sufficiency; prepares cases for prosecution and court hearings; and presents and/or prosecutes cases in district court. Responsible for case intake, grand jury, plea negotiations, trials, and appeals. Provides regular advice to law enforcement and has daily interaction with the Community Supervision Department.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: First Assistant Criminal District Attorney.
2. Directs: Does not supervise other employees but may assign and review work of investigator and secretary.
3. Other: Works closely with other departmental employees, county departments, law enforcement agencies, court personnel, governmental and social service agencies, outside attorneys, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Screens and reviews cases to determine the legal and factual sufficiency of the case; conducts investigations and negotiations to determine recommendations for court action;
- Performs legal research necessary for felony criminal prosecutions; prepares cases for trial and researches and briefs areas of the law related to cases and potential appeals;
- Prepares legal documents including subpoenas, motions, writs, warrants, and other related instruments; confers with supervisors, defense attorneys, investigators, law enforcement officials, victims, witnesses, and other parties concerning assigned cases;
- Litigates felony cases before appropriate court and/or jury; writes appellate briefs and argues cases before appellate courts; interviews and prepares witnesses for court hearings;
- Prosecutes cases or assists in the prosecution of cases in District Court;
- Assesses the need for protective orders; responds to correspondence; compiles statistical reports; advises law enforcement agencies on procedure, policy, and law.

Other Important Duties*

- Assists clerical and legal secretarial staff as needed; may supervise clerical or secretarial staff on the processing of an assigned case; confers with para-legal regarding assigned cases;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Judicial principles; criminal law principles; Texas Penal Code; Texas Code of Criminal Procedures; and public law.

Skill to: Operate a computer to process and retrieve data and information.

Ability to: Develop research methods and perform legal research; consult knowledgeably with victims, witnesses, law enforcement, and defendants; analyze facts, procedures, and legal precedent; present facts effectively in court and in writing; establish and maintain effective working relationships with county employees, officials, court personnel, and attorneys; communicate effectively both orally and in writing.

ACCEPTABLE EXPERIENCE AND TRAINING

J.D. or L.L.B. degree from an accredited law school;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

License from the Texas State Bar to practice law in the State of Texas.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting in a courtroom or office setting;
- Frequent use of hands and fingers for keyboarding and handling documents;
- Occasional standing, walking, and moving between office and courtroom environments;
- Visual and auditory acuity sufficient for extended reading, document review, and courtroom proceedings;
- Ability to communicate clearly and effectively in a formal setting;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: ASSISTANT VICTIM ASSISTANCE COORDINATOR

Class No.	1125	EEOC Category	Administrative Support
Pay Group	109	FLSA Status	Non-exempt

SUMMARY OF POSITION

Ensures that victims of violent crimes, guardians of victims, or close relatives of deceased victims are afforded the rights granted by Article 56.02 of the Code of Criminal Procedure. Works closely as victim liaison with law enforcement agencies, prosecuting attorneys, and the judiciary in carrying out that duty.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Victim Assistance Coordinator or designated staff.
2. Directs: This is a non-supervisory position.
3. Other: Has regular contact with other departmental employees, employees of outside agencies, representatives of the legal profession, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Establishes an immediate relationship with crime victims; informs them of their rights and refers them for counseling and/or assistance with shelter, food, clothing, or immediate needs;
- Notifies victims of violent crimes of court proceedings, the criminal justice system process, guilty plea negotiations, and restitution; informs victims of the Crime Victims Compensation Act and assists in preparing benefit applications;
- Provides and assists victims with a Victim Impact Statement, ensuring a copy gets back to the court; provides victims of domestic violence with Family Violence Protective Order information and assists with the application;
- Refers victims to available social service agencies for additional services; accompanies victims and/or family to court, law enforcement, or hospitals when requested; provides safeguards to minimize victim contact with the offender;
- Compiles data and reports tracking crime victim services; performs general filing, telephone answering, and office duties.

Other Important Duties*

- Makes presentations concerning Crime Victim Rights Awareness to local agencies, church groups, and civic clubs;
- Assists with educating individuals and children about therapy options and providing related information;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Code of Criminal Procedure; general information concerning benefits available to crime victims.

Skill to: Operate a computer to process and retrieve data and information.

Ability to: Communicate well with citizens in a direct but polite manner; establish and maintain effective working relationships with county employees; organize large volumes of work in a timely manner; demonstrate good verbal and written communication skills.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, and one year of related experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Bilingual preferred.

CERTIFICATES AND LICENSES REQUIRED

Certification as a Notary Public preferred. Valid Texas Driver's License.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting in a courtroom or office setting;
- Frequent use of hands and fingers for keyboarding and handling documents;
- Occasional standing, walking, and moving between office and courtroom environments;
- Visual and auditory acuity sufficient for extended reading, document review, and courtroom proceedings;
- Ability to communicate clearly and effectively in a formal setting;
- Ability to lift and carry up to 25 pounds occasionally.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: LEGAL SECRETARY

Class No.	1126	EEOC Category	Administrative Support
Pay Group	110	FLSA Status	Non-exempt

SUMMARY OF POSITION

Provides general secretarial assistance with legal and other documents for a specified departmental supervisor. May serve as Crime Victim's Advocate/Coordinator.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Designated supervisor in the department or unit.
2. Directs: This is a non-supervisory position, but may assign work to other employees.
3. Other: May serve as Crime Victim's Advocate/Coordinator.

EXAMPLES OF WORK

Essential Duties*

- Receives, logs, and files necessary legal documents and reports in the adjudication and disposition of cases or in connection with business transactions of the county; maintains case dockets and accurate filing systems for assigned cases;
- Types a variety of documents including letters, statements, memos, reports, and legal forms; transcribes legal and other technical dictation; prepares agendas and schedules;
- Receives and logs money and is accountable for daily receipts; provides Notary Public services;
- Responds to inquiries from law enforcement agencies and the general public regarding case status; performs receptionist duties including answering the phone, greeting the public, and providing information about the department's or division's functions and procedures;
- Conducts research to aid in locating witnesses; maintains various records and statistics for reporting purposes; prepares and submits required reports.

Other Important Duties*

- May be responsible for maintaining an adequate inventory of office supplies;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Legal, courtroom, and county procedures.

Skill to: Operate office equipment including computer, word processor, calculator, dictation/transcribing equipment, and copy machine; demonstrate keyboarding proficiency with a high degree of accuracy.

Ability to: Take sufficiently accurate notes at meetings; apply correct business English, spelling, punctuation, and math; establish and maintain effective working relationships with county departments, outside law enforcement agencies, and the general public;

understand and follow oral and written instructions; make decisions in stressful situations; and maintain appropriate certifications.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, and one year of secretarial experience involving the use of legal terminology;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Certification as a Notary Public. Paralegal certification preferred.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting in a courtroom or office setting;
- Frequent use of hands and fingers for keyboarding and handling documents;
- Occasional standing, walking, and moving between office and courtroom environments;
- Visual and auditory acuity sufficient for extended reading, document review, and courtroom proceedings;
- Ability to communicate clearly and effectively in a formal setting;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: TRIAL ASSOCIATE

Class No.	1127	EEOC Category	Professional
Pay Group	110	FLSA Status	Non-exempt

SUMMARY OF POSITION

Provides legal assistance with legal and other documents for a specified departmental supervisor. Supports division attorneys in case preparation and trial assistance functions.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Senior Trial Associate or other designated supervisor in the department or unit.
2. Directs: This is a non-supervisory position, but may assign work to other employees.

EXAMPLES OF WORK

Essential Duties*

- Receives, logs, and files necessary legal documents and reports in the adjudication and disposition of cases or in connection with business transactions of the county; maintains accurate filing systems for assigned cases; maintains case dockets;
- Types a variety of documents including letters, statements, memos, reports, and legal forms; transcribes legal and other technical dictation; prepares agendas and schedules;
- Ensures compliance with rules of evidence; provides any legal trial assistance as identified by prosecutors for individual cases; conducts research to aid in locating witnesses;
- Receives and logs money and is accountable for daily receipts; provides Notary Public services;
- Maintains various records and statistics for reporting purposes; prepares and submits reports; responds to inquiries from law enforcement agencies regarding case status.

Other Important Duties*

- Receives, sorts and distributes incoming mail; stuffs, seals and posts outgoing mail;
- May be responsible for maintaining an adequate inventory of office supplies;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Legal, courtroom, and county procedures.

Skill to: Operate office equipment including computer, word processor, calculator, dictation/transcribing equipment, and copy machine; demonstrate keyboarding proficiency with a high degree of accuracy.

Ability to: Take sufficiently accurate notes at meetings; apply correct business English, spelling, punctuation, and math; establish and maintain effective working relationships with county departments, outside law enforcement agencies, and the general public;

understand and follow oral and written instructions; make decisions in stressful situations; and maintain appropriate certifications.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, and one year of secretarial experience involving the use of legal terminology;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Certification as a Notary Public. Paralegal certification preferred.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting in a courtroom or office setting;
- Frequent use of hands and fingers for keyboarding and handling documents;
- Occasional standing, walking, and moving between office and courtroom environments;
- Visual and auditory acuity sufficient for extended reading, document review, and courtroom proceedings;
- Ability to communicate clearly and effectively in a formal setting;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: FIRST ASSISTANT DISTRICT ATTORNEY

Class No.	1128	EEOC Category	Professionals
Pay Group	Unclassified	FLSA Status	Exempt

SUMMARY OF POSITION

Reviews felony cases; prepares cases for prosecution and/or court hearings for which the District Attorney's Office has responsibility; and presents and/or prosecutes cases for the grand jury and/or district court.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Criminal District Attorney.
2. Directs: Does not supervise other employees but may assign and review work of investigator and secretary.
3. Other: Works closely with other departmental employees, county departments, law enforcement agencies, court personnel, governmental and social service agencies, outside attorneys, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Reviews felony cases to determine the legal and factual sufficiency of the case; litigates felony prosecutions including handling pleas, arraignments, probation revocations, and other hearings; represents cases to the grand jury;
- Advises law enforcement agencies on procedure, policy, and law;
- Performs legal research necessary for felony criminal prosecution; writes appeals, briefs, and correspondence;
- Interviews and prepares witnesses for court hearings; communicates with clerks, law enforcement, attorneys, and the public regarding cases before the court;
- Responds to correspondence from persons making inquiry to or requesting information from the department.

Other Important Duties*

- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Judicial principles; criminal law principles; Texas Code of Criminal Procedures; Texas Penal Code; and public law.

Skill to: Operate a computer to process and retrieve data and information.

Ability to: Develop research methods and perform legal research; consult knowledgeably with victims, witnesses, law enforcement, and defendants; analyze facts, procedures, and legal precedent; present facts effectively in court and in writing; establish and maintain effective working relationships with county employees, officials, court personnel, and attorneys; communicate effectively both orally and in writing.

ACCEPTABLE EXPERIENCE AND TRAINING

J.D. or L.L.B. degree from an accredited law school plus two years of litigation experience.

CERTIFICATES AND LICENSES REQUIRED

License from the Texas State Bar to practice law in the State of Texas.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting in a courtroom or office setting;
- Frequent use of hands and fingers for keyboarding and handling documents;
- Occasional standing, walking, and moving between office and courtroom environments;
- Visual and auditory acuity sufficient for extended reading, document review, and courtroom proceedings;
- Ability to communicate clearly and effectively in a formal setting;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: CHIEF PROSECUTOR

Class No.	1129	EEOC Category	Professionals
Pay Group	Unclassified	FLSA Status	Exempt

SUMMARY OF POSITION

Reviews misdemeanor and juvenile cases; prepares cases for prosecution and/or court hearings; and presents and/or prosecutes cases in the county court-at-law, juvenile court, justice of the peace courts, and/or district court. Supervises assigned assistant attorneys and support staff.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Criminal District Attorney.
2. Directs: Assistant Criminal District Attorneys and secretaries and investigators assigned to the misdemeanor and juvenile division.
3. Other: Works closely with other departmental employees, county departments, law enforcement agencies, court personnel, governmental and social service agencies, outside attorneys, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Supervises assigned personnel including assigning and reviewing work, completing performance reviews, and making recommendations for personnel actions;
- Reviews misdemeanor and juvenile case files to determine the legal and factual sufficiency of the case; attends meetings with juvenile probation to review cases on the docket; negotiates pleas and sets cases for trial or motion settings;
- Litigates misdemeanor and juvenile cases before appropriate court and/or jury; prosecutes cases in justice of the peace courts, county courts-at-law, juvenile court, and district court;
- Reviews cases for Texas Department of Family and Protective Services (CPS); represents CPS at trials and hearings; interviews protective order applicants and attends protective order hearings;
- Assists with budget preparation; writes grant applications; signs restitution checks and reviews restitution account information; responds to correspondence.

Other Important Duties*

- Purchases department equipment and supplies;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Supervisory management; judicial principles; criminal law principles; Texas Family Code; Texas Code of Criminal Procedures; Texas Rules of Civil Procedure; Texas Penal Code; and public law.

Skill to: Operate a computer to process and retrieve data and information.

Ability to: Develop research methods and perform legal research; consult knowledgeably with victims, witnesses, law enforcement, and defendants; analyze facts, procedures, and legal precedent; present facts effectively in court and in writing; establish and maintain effective working relationships with county employees, officials, court personnel, and attorneys; communicate effectively both orally and in writing.

ACCEPTABLE EXPERIENCE AND TRAINING

J.D. or L.L.B. degree from an accredited law school plus five years of litigation experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

License from the Texas State Bar to practice law in the State of Texas.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting in a courtroom or office setting;
- Frequent use of hands and fingers for keyboarding and handling documents;
- Occasional standing, walking, and moving between office and courtroom environments;
- Visual and auditory acuity sufficient for extended reading, document review, and courtroom proceedings;
- Ability to communicate clearly and effectively in a formal setting;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: VICTIM ASSISTANCE COORDINATOR

Class No.	1130	EEOC Category	Administrative Support
Pay Group	112	FLSA Status	Non-exempt

SUMMARY OF POSITION

Ensures that victims of violent crimes, guardians of victims, or close relatives of deceased victims are afforded the rights granted by Article 56.02 of the Code of Criminal Procedure. Works closely with law enforcement agencies, prosecuting attorneys, and the judiciary. Supervises victim assistance staff.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: District Attorney.
2. Directs: Supervises victim assistance staff
3. Other: Has regular contact with other departmental employees, employees of outside agencies, representatives of the legal profession, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Serves as victim liaison with law enforcement agencies; notifies victims of violent crimes of court proceedings, the criminal justice system process, guilty plea negotiations, and restitution;
- Informs victims of the Crime Victims Compensation Act; assists in preparing benefit applications; provides and assists victims with a Victim Impact Statement;
- Refers victims to available social service agencies for additional services; provides victims of domestic violence with Family Violence Protective Order information and assists with the application;
- Accompanies victim or relatives to law enforcement, hospital, and court proceedings when requested; supervises victim assistance staff and coordinates case tracking and reporting;
- Makes presentations concerning Crime Victim Rights Awareness to local agencies, church groups, and civic clubs; compiles data and reports tracking crime victim services; performs general office duties.

Other Important Duties*

- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Code of Criminal Procedure; general information concerning benefits available to crime victims.

Skill to: Operate a computer to process and retrieve data and information.

Ability to: Communicate well with citizens in a direct but polite manner; establish and maintain effective working relationships with county employees; organize large volumes of work in a timely manner; demonstrate good verbal and written communication skills.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, and two years of related experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Bilingual preferred.

CERTIFICATES AND LICENSES REQUIRED

Certification as a Notary Public preferred. Valid Texas Driver's License.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting in a courtroom or office setting;
- Frequent use of hands and fingers for keyboarding and handling documents;
- Occasional standing, walking, and moving between office and courtroom environments;
- Visual and auditory acuity sufficient for extended reading, document review, and courtroom proceedings;
- Ability to communicate clearly and effectively in a formal setting;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: DISTRICT CLERK

Class No.	1131	EEOC Category	Executive/Senior Level Official and Manager
Pay Group	Unclassified	FLSA Status	Not Covered

SUMMARY OF POSITION

Serves as clerical support for the County Court-at-Law and State District Courts. Specific statutory responsibilities include administrative, recordkeeping, finance, and related functions.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: The citizens of Polk County (elected position).
2. Directs: Staff as authorized by Commissioners Court.
3. Other: Has contact with attorneys, court personnel, law enforcement agencies, state agencies, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Appoints and supervises staff necessary to carry out statutory functions in accordance with the budget authorized by commissioners court; plans for future services and budgetary needs; manages personnel, equipment, facilities, and finances of the department;
- Maintains files for all acts and proceedings of the District Court; organizes, facilitates, and tracks criminal and civil case dockets; sets docket and notifies all parties for judges;
- Reconstitutes jury wheels; participates in selecting names from the jury wheel; certifies jury lists; swears in jurors; impounds grand juries; receives indictments; and empanels Petit Juries;
- Issues and tracks citations, subpoenas, and writs; administers oaths and affirmations;
- Collects child support payments, notifies employers of wage garnishments, and makes required child support reports;
- Maintains records associated with a court registry; maintains working relationships with state boards and organizations; serves as a member on local councils of government; serves as Court Administrator.

Other Important Duties*

- Establish departmental performance benchmarks and key indicators; continually analyze budget performance and variances; make appropriate adjustments and report to the Commissioners Court; Actively participate in interdepartmental programs and committees, providing sound input; seek self-improvement and continued professional development;
- May take the depositions of witnesses;
- Performs such other duties as may be assigned.

QUALIFICATION REQUIREMENTS

Must be a citizen of the United States and have lived in the State of Texas for a period of twelve months before the date of any primary, general, or special election, and have lived in Polk County for six months before such election. Must be bonded.

Texas district clerks must complete 20 hours of continuing education each calendar year following their initial election or appointment. In their first year of taking office, they must complete these hours before their first anniversary, which must include 1 hour of instruction specifically on impaneling petit and grand juries

TERM OF OFFICE

The District Clerk is elected for a four-year term.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting in a courtroom or office setting;
- Frequent use of hands and fingers for keyboarding and handling documents;
- Occasional standing, walking, and moving between office and courtroom environments;
- Visual and auditory acuity sufficient for extended reading, document review, and courtroom proceedings;
- Ability to communicate clearly and effectively in a formal setting;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: ASSISTANT CRIMINAL DISTRICT ATTORNEY – CIVIL

Class No.	1132	EEOC Category	Professionals
Pay Group	Unclassified	FLSA Status	Exempt

SUMMARY OF POSITION

Requires a thorough knowledge of civil law and court procedures. Responsible for handling bond forfeitures, asset forfeitures, county government inquiries, civil law cases and/or litigation matters, and all related matters. Also provides support to Commissioners' Court on legal matters.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Chief Prosecutor.
2. Directs: Does not supervise other employees but may assign and review work of secretary.
3. Other: Works closely with other departmental employees, county departments, law enforcement agencies, court personnel, governmental and social service agencies, outside attorneys, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Handles bond forfeitures: attends hearings, negotiates and settles forfeitures with bondsmen, conducts legal research, and updates bond forfeiture procedures as needed; provide assistance to other county prosecutors on the Texas Bond Forfeiture group;
- Handles asset forfeitures: interacts with law enforcement agencies regarding forfeiture proceedings; drafts pleadings, discovery, and motions; conducts legal research; and conducts asset forfeiture hearings and trials;
- Handles Public Information Act matters: oversees the Public Information Act division and prepares legal briefs to the Texas Attorney General's Office regarding public information requests; supervises assigned paralegal;
- Provides legal support to Commissioners' Court: conducts research and drafts legal memoranda, orders, and other documents; prepares backup Assistant District Attorney functions as necessary for Commissioners' Court agenda items;
- Drafts contracts, memoranda of understanding, interlocal agreements, policies, procedures, and other legal documents as required; performs any task needed for the office to function in an efficient and professional manner as directed.

Other Important Duties*

- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Judicial principles; criminal law principles; Texas Code of Civil Procedure; Texas Code of Criminal Procedures; Texas Penal Code; and public law.

Skill to: Operate a computer to process and retrieve data and information.

Ability to: Develop research methods and perform legal research; consult knowledgeable with victims, witnesses, law enforcement, and defendants; analyze facts, procedures, and legal precedent; present facts effectively in court and in writing; establish and maintain effective working relationships with county employees, officials, court personnel, and attorneys; communicate effectively both orally and in writing.

ACCEPTABLE EXPERIENCE AND TRAINING

J.D. or L.L.B. degree from an accredited law school;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

License from the Texas State Bar to practice law in the State of Texas.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting in a courtroom or office setting;
- Frequent use of hands and fingers for keyboarding and handling documents;
- Occasional standing, walking, and moving between office and courtroom environments;
- Visual and auditory acuity sufficient for extended reading, document review, and courtroom proceedings;
- Ability to communicate clearly and effectively in a formal setting;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: JUSTICE OF THE PEACE

Class No.	1141	EEOC Category	Executive/Senior Level Officials and Managers
Pay Group	Unclassified	FLSA Status	Not Covered

SUMMARY OF POSITION

Serves as the presiding judge of the justice court and small claims court with exclusive jurisdiction in all Class C criminal misdemeanor cases and in civil cases within limits established by law. Also acts as Magistrate.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: The citizens of Polk County (elected position).
2. Directs: Staff as authorized by Commissioners Court.
3. Other: Has contact with attorneys, court personnel, law enforcement agencies, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Hires, supervises, and evaluates office staff in accordance with budget authorized by commissioners court; plans for the future services and budgetary needs of the department; manages personnel, equipment, facilities, and finances assigned to the department;
- Presides over justice and small claims court in civil suits within the monetary limits established by law; presides over eviction suits; resolves Class C criminal misdemeanor cases through trial, plea, or dismissal; conducts examining trials in felony cases to determine if probable cause exists to bind defendant over for grand jury;
- Issues search and arrest warrants on Class C misdemeanors; issues civil processes and writs; conducts marriage ceremonies and serves as ex officio notary public;
- Performs magistrate duties: reviews affidavits requesting warrants on Class A and B misdemeanors and felonies, determines probable cause, and issues appropriate warrants; interviews persons seeking mental health or alcoholism commitments and processes commitment papers as appropriate;
- Conducts inquests, both formal and informal, on a 24-hour basis;
- Presides over hearings pertaining to suspension of drivers' licenses;
- Collects fees and maintains records of all financial transactions of the office.

Other Important Duties*

- Establish departmental performance benchmarks and key indicators; continually analyze budget performance and variances; make appropriate adjustments and report to the Commissioners Court; Actively participate in interdepartmental programs and committees, providing sound input; seek self-improvement and continued professional development.

QUALIFICATION REQUIREMENTS

Each candidate must be a qualified voter and resident of the precinct, a citizen of the United States, have lived in the State of Texas for a period of six months before any primary, general, or special election, and have lived in Polk County and the precinct for at least six months before such election. Must maintain statutorily required annual education credits after election.

Texas Justices of the Peace are required to complete an 80-hour new judge training course during their first year in office. Afterward, they must complete 20 hours of continuing education each academic year, which must include 10 hours of in-person training and 10 hours covering civil topics.

TERM OF OFFICE

Each Justice of the Peace is elected to a four-year term.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting in a courtroom or office setting;
- Frequent use of hands and fingers for keyboarding and handling documents;
- Occasional standing, walking, and moving between office and courtroom environments;
- Visual and auditory acuity sufficient for extended reading, document review, and courtroom proceedings;
- Ability to communicate clearly and effectively in a formal setting;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: JP CHIEF COURT CLERK

Class No.	1145	EEOC Category	Administrative Support
Pay Group	114	FLSA Status	Non-exempt

SUMMARY OF POSITION

Assists the Justice of the Peace by completing all required legal paperwork, managing the office, prioritizing all activity in the office and court, and assisting the public in filing cases. Acts as liaison between law enforcement, the District Attorney's Office, and the public.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Justice of the Peace.
2. Directs: May be required to supervise subordinate staff.
3. Other: Has regular contact with state and local government agencies, Constables' offices, attorneys, the Sheriff's Department, internal auditors, county treasurer and other county departments, public schools, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Assists the Justice of the Peace by completing all required legal paperwork; manages office operations and prioritizes all activity in the office and court; assumes duties as directed by the elected official in their absence;
- Types correspondence, reports, notices, forms, and other documents using word processing and database software; designs computer programming to fit office needs and program system; records, maintains, and compiles statistical, operational, and fiscal data; creates and maintains manual and or computerized files and records for the department;
- Reviews, validates, and processes documents requiring considerable knowledge and experience; issues certified copies, warrants, citations, writs, judgments, and payment agreements in accordance with departmental rules and regulations;
- Resolves problems arising with the public or other county departments; provides information to the public about department policies and procedures; prepares and mails responses to routine inquiries;
- Performs and oversees the performance of general clerical duties including filing, indexing, recording information, copying, and sorting and distributing mail; provides Notary Public services; runs TCIC/NCIC terminal to check criminal history and wanted status of defendants;
- Provides an accounting of cash balances daily; prepares cash and checks for deposit; prepares and issues receipts or other proof of transaction; delivers and deposits monies collected.

Other Important Duties*

- Responsible for answering the telephone and/or greeting visitors, taking messages, or assisting callers as needed;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Courtroom procedures and associated clerical functions.

Skill to: Operate modern office equipment including computer, copy machine, fax, and scanner using word processing and spreadsheet software packages; demonstrate keyboarding proficiency with a high degree of accuracy.

Ability to: Apply legal terminology; use independent judgment regarding release of confidential information; establish and maintain effective working relationships with county employees, attorneys, judges, and the general public; remain calm and courteous in high-stress situations; establish appropriate priorities; and work independently.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus two years of court clerk or law enforcement experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

State of Texas Court Clerk Certification and State of Texas Law Enforcement Crime Information Certification (TLETS) preferred. May be required to be a Notary Public.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting in a courtroom or office setting;
- Frequent use of hands and fingers for keyboarding and handling documents;
- Occasional standing, walking, and moving between office and courtroom environments;
- Visual and auditory acuity sufficient for extended reading, document review, and courtroom proceedings;
- Ability to communicate clearly and effectively in a formal setting;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: PUBLIC RECORDS OFFICER

Class No.	1201	EEOC Category	Professionals
Pay Group	117	FLSA Status	Exempt

SUMMARY OF POSITION

Responsible for managing and responding to public information requests in accordance with the Texas Public Information Act (TPIA). Coordinates with county departments to ensure timely and accurate disclosure of public records, maintains records request logs, and ensures compliance with all applicable legal requirements.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Commissioners Court.
2. Directs: Subordinate departmental personnel.
3. Other: Works closely with the Civil Division Assistant District Attorney. Has daily contact with elected officials, county employees, department heads, legal professionals, vendors, governmental agencies, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Receives, logs, and tracks all public information requests submitted to the county; coordinates with relevant departments to locate, compile, and review requested records;
- Ensures responses to public records requests are completed within the timeframes specified by the TPIA; prepares legal requests to the Texas Attorney General's Office as required;
- Reviews documents to determine applicability of exemptions; redacts confidential information as necessary; maintains an organized and current database of all public records requests and responses;
- Develops, implements, and maintains policies and procedures for processing public records requests; provides training and guidance to county staff on public records compliance;
- Stays informed about changes in public records laws and regulations; prepares reports on public records request activities for county leadership.

Other Important Duties*

- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Thorough understanding of the Texas Public Information Act and related regulations; strong organizational skills and attention to detail; excellent communication and interpersonal skills.

Ability to: Communicate effectively both orally and in writing; make sound judgments regarding appropriate response to difficult questions or situations; proofread for completeness, accuracy, and content; handle sensitive information with discretion and

maintain confidentiality; efficiently utilize records management systems and standard office software; work independently and manage multiple tasks simultaneously; establish and maintain effective working relationships with county employees, officials, and the general public.

ACCEPTABLE EXPERIENCE AND TRAINING

Bachelor's degree in Public Administration, Legal Studies, Information Management, or a related field preferred, plus a minimum of two years of experience in records management, legal compliance, or a related area;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

None.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: EMERGENCY SERVICES DIRECTOR

Class No.	1230	EEOC Category	First/Mid Level Officials and Managers
Pay Group	121	FLSA Status	Exempt

SUMMARY OF POSITION

Responsible for overseeing the Offices of Emergency Management, Fire Marshal, Environmental Enforcement, Permits, and 9-1-1 Addressing. Develops and implements policies, procedures, and programs to ensure community preparedness and response to emergencies and ensures compliance with regulations related to fire safety and environmental protection. This role requires excellent communication and leadership skills, as well as the ability to manage a team of professionals.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: County Judge.
2. Directs: Departmental staff and volunteer workers when necessary.
3. Other: Has frequent contact with all county departments, Commissioners Court, Fire Department, EMS, municipalities, governmental agencies, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Advises and provides staff assistance to the County Judge and Commissioners Court on emergency matters; develops and implements emergency management plans for natural disasters, hazardous materials incidents, and other emergency situations;
- Oversees the Offices of Emergency Management, Fire Marshal, Environmental Enforcement, Permits, and 9-1-1 Addressing; ensures all divisions are operating effectively and in compliance with applicable laws and regulations, including environmental regulations and floodplain management;
- Provides leadership and direction to all emergency services personnel, including training, coaching, and mentoring; manages the departmental budget for emergency services programs;
- Develops and maintains relationships with community stakeholders, including elected officials, business leaders, and residents; represents Emergency Management in meetings, public forums and community events;
- Collaborates with other departments and agencies to coordinate emergency response efforts; develops and implements communication protocols and disaster recovery procedures.

Other Important Duties*

- Establish departmental performance benchmarks and key indicators; continually analyze budget performance and variances; make appropriate adjustments and report to the Commissioners Court; Actively participate in interdepartmental programs and committees, providing sound input; seek self-improvement and continued professional development;

- May be required to work in adverse weather conditions or lift and move heavy emergency equipment;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Civil preparedness policies and procedures; county operations; relevant laws and regulations related to emergency services, including Health & Safety statutes, Flood Plain Management, development and sewage facility permitting, and 9-1-1 addressing systems.

Skills: Demonstrated ability to develop and implement emergency services policies and procedures; strong analytical, problem-solving, leadership, and management skills.

Ability to: Work under pressure and handle multiple priorities; communicate effectively both orally and in writing with a variety of stakeholders; establish and maintain effective working relationships with county employees, civic groups, schools, other governmental agencies, and the general public; and continue training in civil preparedness throughout employment; lead and motivate a team of professionals.

ACCEPTABLE EXPERIENCE AND TRAINING

Bachelor's degree in emergency management, public administration, or a related field;

or high school graduation, or its equivalent, and at least five years of experience in emergency services including emergency management, fire services, environmental enforcement, or related fields;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Satisfactory completion of Texas Department of Emergency Management Professional Development Series coursework preferred. Valid Texas Driver's License required.

PHYSICAL REQUIREMENTS*

- Ability to work in adverse weather conditions, including extreme heat, cold and/or wet weather, is required;
- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: EMERGENCY MANAGEMENT COORDINATOR

Class No.	1231	EEOC Category	First/Mid Level Officials and Managers
Pay Group	117	FLSA Status	Exempt

SUMMARY OF POSITION

Coordinates the emergency planning and general preparedness activities of the county; serves as liaison with the State Preparedness Organization; advises the County Judge on emergency matters; maintains the emergency plan; and oversees the County Employee Health, Safety, and Risk Management Program and the County 9-1-1 addressing and mapping department.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: County Judge or Emergency Services Director.
2. Directs: Departmental staff and volunteer workers when necessary.
3. Other: Has frequent contact with all county departments, Commissioners Court, Fire Department, EMS, municipalities, governmental agencies, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Advises and provides staff assistance to the County Judge and Commissioners Court on emergency matters; keeps the County Judge apprised of the county's current preparedness status and future needs;
- Coordinates the planning and general preparedness activities of county government; maintains and updates the emergency operations plan; monitors increased readiness actions when disaster threats occur;
- Acts as liaison for the county to the Texas Division of Emergency Management and other state preparedness organizations; maintains liaison with organized emergency volunteer groups and private agencies; coordinates and supervises volunteers during emergencies;
- Oversees the 9-1-1 Addressing, Mapping, and Flood Boundary functions; oversees any independent contracting for these services;
- Prepares and maintains civil preparedness resource inventory; analyzes training needs of county forces and arranges necessary training; disseminates informational materials to schools, the public, and department heads;
- Maintains current knowledge of civil preparedness policies, procedures, methods, and techniques through reading appropriate publications and materials and through attending training courses, seminars, and workshops.

Other Important Duties*

- Establish departmental performance benchmarks and key indicators; continually analyze budget performance and variances; make appropriate adjustments and report to the Commissioners Court; Actively participate in interdepartmental

- programs and committees, providing sound input; seek self-improvement and continued professional development;
- Receives and maintains all county Health and Safety information, incident reports, and records;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Civil preparedness policies and procedures; county operations; current Health & Safety statutes and rules; state and local government orders relating to Health and Safety/Risk Management, Flood Plain Management, and 9-1-1 addressing systems.

Ability to: Communicate effectively both orally and in writing; establish and maintain effective working relationships with county employees, civic groups, schools, other governmental agencies, and the general public; and continue training in civil preparedness techniques throughout employment.

ACCEPTABLE EXPERIENCE AND TRAINING

Bachelor's degree in emergency management, public administration, homeland security, or a related field, plus at least two years of experience in emergency management, public safety, or a closely related field;

or high school graduation, or its equivalent, plus at least five years of progressively responsible experience in emergency management, public safety, or a closely related field, at least two of which involved coordination with local governments or state/federal agencies;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Satisfactory completion of Texas Department of Emergency Management Professional Development Series coursework preferred. Valid Texas Driver's License required.

PHYSICAL REQUIREMENTS*

- Ability to work in adverse weather conditions, including extreme heat, cold and/or wet weather, is required;
- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: PERMIT/INSPECTION SUPERVISOR

Class No.	1232	EEOC Category	First/Mid Level Officials and Managers
Pay Group	115	FLSA Status	Exempt

SUMMARY OF POSITION

Oversees and performs activities necessary to ensure responsible and safe utilization of county resources, specifically relating to septic system procedures, flood boundary regulations, 9-1-1 mapping and addressing, and abatement of public nuisance violations. Supervises the Permit Coordinator.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Commissioners' Court.
2. Directs: Permit Coordinator.
3. Other: Has frequent contact with county citizens, state and local health departments and organizations, and other county offices.

EXAMPLES OF WORK

Essential Duties*

- Receives and reviews applications for permits (9-1-1 addressing, development, septic, etc.) and determines eligibility in accordance with Rural Addressing Guidelines, NFIP Flood Hazard Boundary regulations, and county sewage and floodplain ordinances;
- Enforces rules and regulations of the Health and Safety Code Chapter 366 and the Texas Water Code; performs soil evaluations; approves designs and performs inspections of residential and commercial sewage facility installations;
- Performs field duties required for mapping and addressing related to 9-1-1 systems; maintains records of all permit applications, correspondence, and actions;
- Responds to sewage complaints from the general public, TCEQ, and TDSHS; maintains current knowledge of state regulations and laws affecting local government administration of septic and floodplain regulations;
- Reviews and approves permit applications to ensure compliance with Polk County Subdivision Regulations, RV Park and Manufactured Home Rental Community Regulations; prepares and submits quarterly report of activities to Commissioners Court.

Other Important Duties*

- Establish departmental performance benchmarks and key indicators; continually analyze budget performance and variances; make appropriate adjustments and report to the Commissioners Court; Actively participate in interdepartmental programs and committees, providing sound input; seek self-improvement and continued professional development;
- Attends pertinent educational seminars and maintains appropriate certifications;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Septic system installation, basic engineering, soil and water management, and floodplain management.

Ability to: Perform appropriate chemical testing; interact tactfully with the public and members of state and local organizations; understand, give, and follow oral and written instructions; create and maintain an organized system of filing; locate coordinates on a map; and maintain appropriate certifications.

ACCEPTABLE EXPERIENCE AND TRAINING

Bachelor's degree in a related field plus one year of experience performing similar duties;

or high school graduation, or its equivalent, plus four years of experience performing similar duties;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Designated Representative License issued by Texas Commission on Environmental Quality (TCEQ). Appropriate Texas Driver's License. Registered Sanitarian certification preferred.

PHYSICAL REQUIREMENTS*

- Ability to work in adverse weather conditions, including extreme heat, cold and/or wet weather, is required;
- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: DEPUTY EMERGENCY MANAGEMENT COORDINATOR

Class No.	1233	EEOC Category	Professionals
Pay Group	116	FLSA Status	Exempt

SUMMARY OF POSITION

Supports the Emergency Management Coordinator in the coordination of the Polk County Office of Emergency Management and inter-jurisdictional emergency management programs, including planning for emergency responses, coordinating services during emergencies, and maintaining ongoing relationships with responding agencies. Must be available 24/7 for disaster response. In the Coordinator's absence, serves in the capacity of Coordinator at the direction of the County Judge.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Emergency Management Coordinator.
2. Directs: Secretary or other assigned staff.
3. Other: Has frequent contact with all county departments, Commissioners Court, Fire Departments, EMS, municipalities, governmental agencies, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Assists with coordinating the organization and operation of the Polk County Office of Emergency Management and the Inter-jurisdictional Emergency Management Program; provides support to the Emergency Management Coordinator with any or all departmental duties and functions;
- Assists with coordinating responses to emergency events and processes for emergency and disaster declarations; provides technical support and works closely with local, state, and federal agencies to ensure a coordinated effort for the safety of citizens and property; works with EMC to plan, conduct and evaluate emergency drills and exercises as needed, including the training of Polk County personnel as it relates to emergency preparedness, disaster response/recovery, incident command, etc.;
- Assists in establishing and maintaining emergency preparedness programs encompassing all aspects of emergency management planning (mitigation, planning, preparedness, response, and recovery); assists in developing and maintaining policies and procedures for emergency response;
- Monitors hazards, emergency, and disaster situations affecting Polk County; may activate and assist in directing emergency management staff and other designated response staff during times of emergency operations;
- Assists with the development and management of the departmental work plan and budget; assists with Emergency Management-related grants and reimbursement programs; seeks additional grant funds for emergency planning programs.

Other Important Duties*

- Performs general administrative work in support of the department;
- Maintains emergency response equipment and technology to ensure it is updated and in good working order;
- Provides administrative and technical support to the Local Emergency Planning Committee; provides county input and assistance by serving on various committees with local, regional, state and federal entities and/or public agencies to ensure coordinated emergency response;
- Attends meetings, training courses, and conferences with and in the absence of the Emergency Management Coordinator;
- Develops and maintains databases/directories of emergency resources, contacts, and documents;
- May be required to work overtime and irregular hours;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Civil preparedness policies and procedures; county operations and geography; emergency management policies and procedures; budget and cost analysis principles.

Skills in: Organization; group and individual instruction; preparation of clear and precise administrative reports; and problem analysis.

Ability to: Communicate effectively both orally and in writing; establish and maintain effective working relationships with county employees, civic groups, schools, other governmental agencies, and the general public; continue training in civil preparedness throughout employment; operate word processing and spreadsheet software; manage multiple tasks and deadlines.

ACCEPTABLE EXPERIENCE AND TRAINING

Associate's degree or higher from an accredited college or university with major coursework in emergency planning, public administration, fire service, public safety, or a related field plus at least three years of relevant work experience;

or high school graduation, or its equivalent, and at least one year of experience dealing with the public and local governments in an emergency management-related field;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Satisfactory completion of Texas Department of Emergency Management Professional Development Series coursework preferred or obtained within six months of employment. Valid Texas motor vehicle operator's license required.

PHYSICAL REQUIREMENTS*

- Ability to work in adverse weather conditions, including extreme heat, cold and/or wet weather, is required;

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: PERMIT COORDINATOR

Class No.	1235	EEOC Category	Administrative Support
Pay Group	112	FLSA Status	Non-exempt

SUMMARY OF POSITION

Performs activities necessary to ensure responsible and safe utilization of county resources related to septic procedures, flood boundary regulations, 9-1-1 mapping and addressing, and public nuisance violations. Receives and processes permit applications, responds to public inquiries, and supports the Permit/Inspection Supervisor.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Permit/Inspection Supervisor.
2. Directs: This is a non-supervisory position.
3. Other: Has regular contact with other departmental employees, employees in other county departments, agencies outside county government, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Answers questions related to permit requirements for Polk County; sells permits to citizens for the 9-1-1 addressing system, development and on-site septic systems, and commercial permits for the Fire Marshal;
- Establishes and maintains manual and/or computerized office files and records; maintains up-to-date knowledge of county regulations and policies affecting the department;
- Gathers information for and prepares various reports, letters, complaints, court filings, memos, and other documents as requested; prepares a variety of mail-outs (i.e., certified, bulk, express, etc.); prepares end-of-month reports for the Permit/Inspection Supervisor's review;
- Researches permit applications to ensure compliance with Polk County Subdivision Regulations, RV Park, Tiny Home Park, and Manufactured Home Rental Community Regulations; provides research findings to the Permit/Inspection Supervisor for final approval;
- Responds to routine inquiries about programs administered by the department; receives and is accountable for funds received for permits and fees.

Other Important Duties*

- Performs secretarial duties, including greeting the public, answering the phone, taking messages, and providing information;
- Maintains central files or a departmental library, including various records on departmental activities;
- May maintain inventory of supplies and equipment and notifies supervisor when they need to be reordered;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Skill to: Operate modern office equipment including a computer using standard word processing software packages; demonstrate keyboarding proficiency with a high degree of accuracy.

Ability to: Apply correct business English, spelling, punctuation, and arithmetic; establish and maintain effective working relationships with county departments, outside agencies, and the general public; understand and follow oral and written instructions and request clarification when needed; interact effectively with persons of all ages from a variety of socioeconomic backgrounds.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, with secretarial and computer coursework, plus at least one year of secretarial experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Certification as a Notary Public preferred. Designated Representative License issued by Texas Commission on Environmental Quality preferred or obtained within six months of employment. Valid Texas motor vehicle operator's license required.

PHYSICAL REQUIREMENTS*

- Ability to work in adverse weather conditions, including extreme heat and cold, is required;
- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: PROJECT LIAISON

Class No.	1236	EEOC Category	Administrative Support
Pay Group	114	FLSA Status	Non-exempt

SUMMARY OF POSITION

Identifies possibilities for grants related to county programs, gathers information, writes grant proposals, assists county departments in preparing submissions, and provides support and compliance monitoring throughout the grant period until expiration of grant funds.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Assigned elected official or department head.
2. Directs: This is a non-supervisory position.
3. Other: Has contact with other county employees, vendors, engineers, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Identifies potential grant funds from federal, state, and intergovernmental agencies, foundations, and private organizations; attends professional workshops and maintains contact with peers to stay current on funding sources; meet with representatives of funding sources to learn the grantor's guidelines and requirements;
- Discusses county programs and needs with elected officials and department heads to determine the likelihood of a match with available grant opportunities; explains grant application processes and reporting requirements;
- Prepares and submits grant applications; meets with representatives of funding sources to understand grantor guidelines and requirements;
- Maintains a system of organized grant information, applications, and related files; monitors that grant guidelines adhere to all applicable codes and regulations;
- Inspects county grant projects; ensures environmental and compliance requirements are within the scope of grant guidelines; provides ongoing reporting as required.

Other Important Duties*

- May perform light bookkeeping related to grant activities;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Skill to: Operate standard office equipment including a computer; proficiency in Microsoft Excel and internet research tools; demonstrate keyboarding proficiency with a high degree of accuracy.

Ability to: Establish and maintain effective working relationships with county employees, vendors, engineers, and the general public; perform mathematical computations; meet deadlines in a timely manner; understand and follow instructions; communicate effectively both orally and in writing; and manage grant compliance from beginning to end.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent; construction background helpful but not required;

or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

None.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: 9-1-1 ADDRESSING & GEOGRAPHIC INFORMATION SYSTEM (GIS) COORDINATOR

Class No.	1237	EEOC Category	Technicians
Pay Group	113	FLSA Status	Non-exempt

SUMMARY OF POSITION

Coordinates with organizations in the public and private sectors to establish the correct physical addresses of homes and businesses. Monitors, maintains, and seeks to improve the county's geospatial (GIS) data. Serves as the county's primary point of contact for ALI/GIS database maintenance issues.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Emergency Management Coordinator.
2. Directs: This is a non-supervisory position.
3. Other: Serves as the county's primary point of contact with telecommunications companies, USPS, database providers, elected officials, incorporated cities, and adjacent counties for all county-level ALI/GIS database maintenance issues.

EXAMPLES OF WORK

Essential Duties*

- Coordinates with USPS, telecommunications companies, incorporated cities, adjoining counties, elected officials, the general public, and DETCOG staff to resolve errors and issues in the GIS database and electronic map;
- Identifies and corrects addresses and other attribution or location errors in the structures and roads feature classes of the county 9-1-1 addressing geodatabase and GIS electronic map;
- Uses GPS and mapping tools to add, identify, confirm, and correct GIS data; communicates with county residents and organizations regarding physical addressing information and changes; maintains adequate documentation of all communications;
- Enters 9-1-1, development, and OSSF permits into the GIS database; electronically links documentation to address points to create a paperless record;
- Maintains and updates key map books, maps, and other geospatial data products; maintains adequate and timely documentation and records for quarterly reports.

Other Important Duties*

- Serves as TxDOT-county liaison for correcting errors and updating county road inventory through the TxDOT online mapping system;
- Serves as Census-county liaison for updating county boundary changes and residential address records;
- May work extended hours in the Emergency Operations Center during emergencies or disasters;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Skill to: Operate standard office equipment and a computer; excellent oral and written communication skills; excellent interpersonal skills; self-motivated and able to work with limited supervision; proficiency in Microsoft Office; ability to use ESRI ArcGIS software, TxDOT online mapping, and Census TIGER files; ability to research, interpret, and apply federal, state, and local laws related to GIS and 9-1-1 addressing.

Ability to: Meet deadlines in a timely manner; understand and follow instructions; communicate effectively both orally and in writing; utilize a computer for extended periods; and demonstrate adequate visual and auditory acuity.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent; graduation from an accredited two-year college with major coursework involving GIS database use is beneficial but not required;

Experience in Geographic Information Systems, data analysis, or quality control preferred;

or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

None.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: VETERAN'S SERVICES OFFICER

Class No.	1241	EEOC Category	First/Mid Level Officials and Managers
Pay Group	115	FLSA Status	Exempt

SUMMARY OF POSITION

Assists applicants for Veterans Administration benefits or other veterans' benefits in completing and filing claims and follows through to ensure that all benefits to which veterans are entitled are received.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Social Services Director.
2. Directs: Subordinate Veterans' Services personnel.
3. Other: Has frequent contact with county residents, representatives of state, federal, and local veterans' service organizations, and other county employees.

EXAMPLES OF WORK

Essential Duties*

- Provides information to persons calling or visiting in person regarding benefits available to veterans and their dependents or survivors through the Veterans Administration or other organizations; discusses circumstances with applicants to determine potential eligibility for benefits including educational assistance, vocational rehabilitation, aid to dependent children, apprenticeship, burial allowances, hospital commitments, insurance benefits, reemployment rights, pensions, loans, medals, and awards;
- Assists applicants in completing the appropriate forms and files them with the Veterans Administration or other appropriate agency for processing;
- Refers persons deemed ineligible for Veterans Administration benefits to other potentially helpful groups or organizations as applicable;
- Supervises and directs subordinate Veterans' Services personnel;
- Maintains current knowledge of laws and regulations regarding veteran benefits; attends required seminars sponsored by the Veterans Administration each year; and maintains appropriate certifications.

Other Important Duties*

- Establish departmental performance benchmarks and key indicators; continually analyze budget performance and variances; make appropriate adjustments and report to the Commissioners Court; actively participate in interdepartmental programs and committees, providing sound input; seek self-improvement and continued professional development;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Statutes, regulations, guidelines, and procedures relating to governmental assistance for veterans and their dependents and survivors; interviewing techniques; and veterans' programs.

Ability to: Communicate effectively both orally and in writing; establish and maintain effective working relationships with veterans, Veterans Administration officials and employees, representatives of veterans-related organizations, and the general public; work independently; attend required seminars; and maintain appropriate certifications.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus at least three years of progressively responsible experience, at least one of which was related to veterans' programs and involved supervision;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Certification by Texas Veterans Commission.

PHYSICAL REQUIREMENTS*

- Prolonged periods of standing and walking, particularly in food service, care, or client-visit settings;
- Frequent bending, reaching, and lifting of up to 30 pounds;
- Visual and auditory acuity sufficient to monitor and communicate with elderly, disabled, or vulnerable populations;
- Ability to operate a motor vehicle and travel to multiple program sites as required;
- Ability to communicate clearly and compassionately with clients in person and by telephone;
- Ability to tolerate the physical and emotional demands of working with aging or vulnerable populations.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: ASSISTANT VETERAN SERVICES OFFICER

Class No.	1242	EEOC Category	Administrative Support
Pay Group	113	FLSA Status	Non-exempt

SUMMARY OF POSITION

Performs detailed secretarial and support duties for the Veterans Services Officer. Exercises judgment regarding procedures and processes.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Veterans Services Officer.
2. Directs: May be required to supervise subordinate staff.
3. Other: Works closely with other departmental employees, employees in other county departments, and members of the general public.

EXAMPLES OF WORK

Essential Duties*

- Performs secretarial support services for the Veterans Services Officer; maintains sensitive and confidential client files;
- Assists clients with forms, including assembling documents, preparing forms, and mailing claims; responds to inquiries about departmental programs; may conduct client interviews to determine eligibility;
- Enters client data into database; maintains current knowledge of state rules and regulations regarding department-related laws and advises the public accordingly;
- Maintains schedules for supervisory staff including appointments, meetings, interviews, and training sessions; maintains up-to-date departmental calendar;
- Prepares purchasing forms and orders; maintains current inventory of supplies; establishes and maintains manual and computerized office files and records; performs receptionist duties;
- Create reports, memos, correspondence and other documents; develop and/or maintain forms, rosters, mailing lists, mailouts, manuals, grant applications, contracts, budgets, etc.

Other Important Duties*

- Proofreads and edits manuals, newsletters, brochures, fliers, technical reports, proclamations, contracts, correspondence, etc.;
- May open, log, and distribute incoming mail;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Professional office practices, equipment, and materials.

Skill to: Operate modern office equipment including a computer using standard word processing and spreadsheet software packages; demonstrate keyboarding proficiency with a high degree of accuracy.

Ability to: Apply business English, spelling, punctuation, and arithmetic; communicate effectively both orally and in writing; establish and maintain effective working relationships with county employees, officials, other agencies, and the general public; understand oral and written instructions and apply sound judgment; interact effectively with persons of all ages and socioeconomic backgrounds.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, with at least two years of advanced secretarial experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Certification as a Veterans County Service Officer through the Texas Veterans Commission. Certification as a Notary Public preferred.

PHYSICAL REQUIREMENTS*

- Prolonged periods of standing and walking, particularly in food service, care, or client-visit settings;
- Frequent bending, reaching, and lifting of up to 30 pounds;
- Visual and auditory acuity sufficient to monitor and communicate with elderly, disabled, or vulnerable populations;
- Ability to operate a motor vehicle and travel to multiple program sites as required;
- Ability to communicate clearly and compassionately with clients in person and by telephone;
- Ability to tolerate the physical and emotional demands of working with aging or vulnerable populations.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: VETERAN'S INTAKE SPECIALIST

Class No.	1243	EEOC Category	Administrative Support
Pay Group	107	FLSA Status	Non-exempt

SUMMARY OF POSITION

This position is funded through the Texas Veterans Commission Funds for Veterans Assistance grant. Performs grant-related duties for the Veterans Services Officer, including client intake, eligibility screening, recordkeeping, and required grant reporting.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Veterans Services Officer.
2. Directs: This is a non-supervisory position.
3. Other: Has regular contact with other departmental employees, organizations, agencies outside county government, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Conducts client interviews to determine eligibility for veterans' assistance programs under the Texas Veterans Commission Funds for Veterans Assistance grant;
- Maintains sensitive and confidential client files; establishes and maintains manual and computerized office files and records;
- Responds to routine inquiries about grant-funded programs; performs all monthly and quarterly reimbursement requests and performance reports required by the grant;
- Gathers information and prepares various reports in standardized formats on program or project activities; uses a computer to prepare and maintain forms, rosters, mailing lists, reports, letters, memos, manuals, and contracts;
- Performs receptionist duties; receives, sorts, and distributes incoming and outgoing mail; prepares a variety of mail-outs; maintains up-to-date knowledge of regulations and policies affecting the grant.

Other Important Duties*

- May maintain central files or a departmental library;
- May maintain an inventory of supplies and equipment;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Skill to: Operate modern office equipment including a computer using standard word processing software packages; demonstrate keyboarding proficiency with a high degree of accuracy.

Ability to: Apply correct business English, spelling, punctuation, and arithmetic; establish and maintain effective working relationships with county departments, outside agencies, and the general public; understand and follow oral and written instructions and request clarification when needed; interact effectively with persons of all ages from a variety of socioeconomic backgrounds.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, with secretarial and computer coursework, plus at least one year of secretarial experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

None.

PHYSICAL REQUIREMENTS*

- Prolonged periods of standing and walking, particularly in food service, care, or client-visit settings;
- Frequent bending, reaching, and lifting of up to 30 pounds;
- Visual and auditory acuity sufficient to monitor and communicate with elderly, disabled, or vulnerable populations;
- Ability to operate a motor vehicle and travel to multiple program sites as required;
- Ability to communicate clearly and compassionately with clients in person and by telephone;
- Ability to tolerate the physical and emotional demands of working with aging or vulnerable populations.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: AGING SERVICES DIRECTOR

Class No.	1261	EEOC Category	First/Mid Level Officials and Managers
Pay Group	117	FLSA Status	Exempt

SUMMARY OF POSITION

Develops and administers the county's senior centers and multiple aging services programs, including direct service delivery and management of contract services. Serves as liaison to all county offices, state and federal agencies, DETCOG, and the general public on county Aging Services matters.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Commissioners' Court.
2. Directs: Subordinate departmental personnel.
3. Other: Works closely with the County Judge and Commissioners, other county offices, federal, state, and local social service agencies, DETCOG, HHSC, the media, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Plans for and advises Commissioners' Court of future direct and indirect service and budgetary needs; manages the personnel, equipment, facilities, and finances of the department, including interviewing, hiring, training, evaluating, disciplining, and dismissing staff;
- Develops and implements managerial and monitoring systems to ensure compliance with applicable state and federal laws, contractual requirements, and Commissioners' Court directives; develops and recommends policies and guidelines for service delivery; maintains current awareness of laws, regulations, and events that could affect the level, quality, or cost of county Aging Services;
- Prepares and submits proposals for grant funding to enhance non-county subsidies of Aging Services activities; develops grant and contractual agreements with city, state, and federal funding entities on behalf of the county; establishes and maintains effective working relationships with representatives of other agencies, governmental entities, and funding sources on issues related to contracts and delivery of county Aging Services;
- Manages monthly billing; prepares and submits required reports for Commissioners' Court, DETCOG, and HHSC; manages daily correspondence with DETCOG and HHSC; prepares for and coordinates all county, DETCOG, and HHSC audits; summarizes and analyzes data concerning Aging Services activities and costs;
- Serves as site manager; coordinates with the dietician to establish nutritionally appropriate menus for all sites; prepares food menus; places food orders; ensures meals are properly prepared, packaged, and frozen as needed; coordinates health inspections at Aging Kitchen;

- Maintains client relationships and program integrity: contacts clients by telephone on a regular basis; ensures all client applications are updated annually; maintains organized client files; conducts or coordinates meal deliveries and redeliveries as needed.

Other Important Duties*

- Establish departmental performance benchmarks and key indicators; continually analyze budget performance and variances; make appropriate adjustments and report to the Commissioners Court; Actively participate in interdepartmental programs and committees, providing sound input; seek self-improvement and continued professional development;
- Serves at senior centers as needed to maintain program operations;
- Researches and price-searches for best available costs on supplies and food purchases; prepares purchase orders for supplies;
- Maintains departmental vehicles; ensures routine maintenance is scheduled and completed;
- Prepares sign-in sheets and supporting paperwork for each senior center;
- Completes and submits departmental timesheets;
- Attends departmental, DETCOG, and other required meetings;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Management principles and practices; federal and state grant programs and compliance requirements; various budgeting techniques; aging services program delivery; food service operations and nutritional standards.

Ability to: Train, supervise, motivate, and evaluate staff; develop, analyze, and interpret policies and procedures; exercise sound judgment in administrative decisions involving staff and service activities; work with multiple public and private agencies and advisory groups; develop grants and contracts; review and manage complex budgets with multiple revenue sources; establish and maintain effective working relationships with county employees, officials, outside funding agencies, and the general public; and maintain appropriate certifications.

ACCEPTABLE EXPERIENCE AND TRAINING

Bachelor's degree in public administration, gerontology, health services administration, business administration, or a related field, plus three years of experience in program administration, human services, or a related field, at least two of which involved supervisory responsibility;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Manager's Food Handler Card. CPR Certification. HIPAA Training. Civil Rights Training. Valid Texas Driver's License. Licensure by the State of Texas as a Certified Social Worker desirable. Licensure as a Certified Social Worker – Advanced Clinical Practitioner (CSW-ACP) preferred.

PHYSICAL REQUIREMENTS*

- Prolonged periods of standing and walking, particularly in food service, care, or client-visit settings;
- Frequent bending, reaching, and lifting of up to 30 pounds;
- Visual and auditory acuity sufficient to monitor and communicate with elderly, disabled, or vulnerable populations;
- Ability to operate a motor vehicle and travel to multiple program sites as required;
- Ability to communicate clearly and compassionately with clients in person and by telephone;
- Ability to tolerate the physical and emotional demands of working with aging or vulnerable populations.

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Job Description: KITCHEN HELPER

Class No.	1266	EEOC Category	Service Workers
Pay Group	105	FLSA Status	Non-exempt

SUMMARY OF POSITION

Assists in assembling meals and food items in accordance with established requirements. Keeps kitchen area, equipment, and utensils clean and orderly. Assists with meal delivery and prep cooking duties.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Aging Services Director/Assistant Director.
2. Directs: This is a non-supervisory position.
3. Other: Has contact with other departmental employees and persons for whom the meals are prepared.

EXAMPLES OF WORK

Essential Duties*

- Appropriately packages food, drink items, and other materials for delivery to other senior citizen community centers and to individual homebound senior citizens, ensuring proper proportions and correct quantities;
- Acts as prep cook for frozen meals; assists in cooking and serving meals to senior citizens;
- Maintains kitchen area, equipment, and utensils in a safe, clean, and neat manner according to health regulations; assists in maintaining adequate inventory of food and staples; stocks and rotates products;
- Maintains organization at each assigned center; keeps clients and visitors safe; contacts emergency services as needed; makes reports and follows up on complaints or concerns;
- Washes dishes and utensils; cleans tables, floors, and kitchen equipment; assists in washing food before preparation; presents a clean personal appearance and washes hands frequently during food preparation and cleanup;
- Assists in cleaning facilities including bathrooms and proper disposal of garbage.

Other Important Duties*

- May deliver meals to other centers and homebound senior citizens;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Ability to: Follow oral and written instructions in counting, measuring, and packaging food items; establish and maintain effective working relationships with senior citizens and other county employees; and maintain a valid Texas driver's license applicable to job responsibilities and a good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING

Adequate educational training to read, write, and follow directions;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

- Appropriate Texas driver's license.
- Food Handlers Certificate
- CPR Certification
- HIPAA Training

PHYSICAL REQUIREMENTS*

- Prolonged periods of standing and walking, particularly in food service, care, or client-visit settings;
- Frequent bending, reaching, and lifting of up to 30 pounds;
- Visual and auditory acuity sufficient to monitor and communicate with elderly, disabled, or vulnerable populations;
- Ability to operate a motor vehicle and travel to multiple program sites as required;
- Ability to communicate clearly and compassionately with clients in person and by telephone;
- Ability to tolerate the physical and emotional demands of working with aging or vulnerable populations.

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Job Description: AGING SERVICES WORKER

Class No.	1269	EEOC Category	Service Workers
Pay Group	107	FLSA Status	Non-exempt

SUMMARY OF POSITION

Assists in the day-to-day operation of the Aging Services centers, including maintaining records and files, preparing routine reports, and providing direct assistance to the elderly in a manner that best facilitates their needs.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Aging Services Director or Site Manager.
2. Directs: This is a non-supervisory position.
3. Other: Has daily contact with other departmental employees at a senior center and with seniors who participate in the different programs.

EXAMPLES OF WORK

Essential Duties*

- Greets the public in person or by telephone; provides information on programs; responds to inquiries and refers more complex issues to the appropriate person; takes messages as appropriate;
- Assists in preparing, serving, packaging, and delivering meals to senior citizens who participate in the Aging Services program, including home delivery of frozen meals and congregate hot meals;
- Reviews, validates, and processes documents requiring basic knowledge and expertise in assigned area(s);
- Keeps records of temperatures for kitchen, freezers, and deliveries;
- Stocks and rotates products; performs inventory;
- Maintains records and files for assigned program areas; prepares routine statistical or numerical reports as directed;
- Provides direct assistance to elderly clients in a respectful, patient, and supportive manner; observes and reports any changes in client condition or need to the Site Manager or Director.

Other Important Duties*

- Keeps all areas clean inside and outside; keeps vehicles clean;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Skill to: Operate a computer using standard word processing, data inquiry, or spreadsheet software packages as needed.

Ability to: Understand and interact effectively with elderly persons; establish and maintain effective working relationships with other county employees and senior citizens; establish and maintain simple records and files; and organize statistical or financial data for reports.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus two years of related experience working with the elderly;

or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

- Appropriate Texas driver's license or available alternate means of transportation.
- Employee Food Certificate as directed by the State of Texas.
- CPR Certification
- HIPAA Training

PHYSICAL REQUIREMENTS*

- Prolonged periods of standing and walking, particularly in food service, care, or client-visit settings;
- Frequent bending, reaching, and lifting of up to 30 pounds;
- Visual and auditory acuity sufficient to monitor and communicate with elderly, disabled, or vulnerable populations;
- Ability to operate a motor vehicle and travel to multiple program sites as required;
- Ability to communicate clearly and compassionately with clients in person and by telephone;
- Ability to tolerate the physical and emotional demands of working with aging or vulnerable populations.

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Job Description: SOCIAL SERVICES DIRECTOR

Class No.	1270	EEOC Category	First/Mid Level Officials and Managers
Pay Group	TBD	FLSA Status	Exempt

SUMMARY OF POSITION

Provides strategic leadership and administrative oversight for Polk County's human services functions, including the Indigent Health Care Program, Aging Services, and Veterans Services. Ensures coordinated, effective, and compliant delivery of services to vulnerable county residents across all three program areas. Reports directly to Commissioners' Court.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Commissioners' Court.
2. Directs: Indigent Health Care Director, Aging Services Director, and Veterans Services Officer.
3. Other: Has regular contact with the County Judge and Commissioners, DETCOG, HHSC, Texas Veterans Commission, other county departments, state and federal agencies, community partners, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Provides unified administrative oversight of the Indigent Health Care, Aging Services, and Veterans Services departments; ensures each program is adequately staffed, funded, and operating in compliance with applicable state and federal requirements; monitors program performance and reports to Commissioners' Court on service levels, outcomes, and emerging needs;
- Develops and presents a consolidated human services budget to Commissioners' Court; monitors expenditures across all three programs; identifies opportunities for operational efficiencies and shared resources without disrupting program-specific funding compliance requirements;
- Serves as the primary liaison between Commissioners' Court and the three human services departments; prepares reports, presentations, agenda items, and recommendations; represents the county at regional and state human services forums and interagency meetings;
- Coordinates cross-program service delivery to minimize duplication and ensure residents are connected to all available resources; facilitates referral pathways among the Indigent Health Care, Aging Services, and Veterans Services programs;
- Monitors compliance with all applicable grant requirements, funding agreements, and state and federal program standards across the three departments; supports audit preparation and coordinates responses to external monitoring visits.

Other Important Duties*

- Establish departmental performance benchmarks and key indicators; continually analyze budget performance and variances; make appropriate adjustments and report to the Commissioners Court; Actively participate in interdepartmental programs and committees, providing sound input; seek self-improvement and continued professional development;

- Pursues grant funding and partnership opportunities to expand or enhance county human services capacity;
- Attends Commissioners' Court and Department Head meetings as required;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Human services program administration; state and federal funding streams including HHSC, DETCOG, Texas Veterans Commission, and Medicaid; governmental budgeting and financial management; intergovernmental coordination; applicable federal and state laws and regulations governing human services programs.

Ability to: Lead, supervise, and motivate department directors and their staff; manage complex multi-program budgets with multiple funding sources; interpret and apply regulatory requirements across multiple program areas simultaneously; exercise sound administrative judgment; prepare and present clear and accurate reports and recommendations to elected officials; establish and maintain effective working relationships with county employees, officials, state and federal agency representatives, community partners, and the general public; communicate effectively both orally and in writing.

ACCEPTABLE EXPERIENCE AND TRAINING

Master's degree in public administration, social work, health administration, or a related field, plus at least five years of progressively responsible experience in human services program administration, at least two of which involved supervisory responsibility over programs or staff;

or bachelor's degree in public administration, social work, health administration, or a related field, plus at least seven years of progressively responsible experience in human services administration, at least three of which involved supervisory responsibility;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Valid Texas driver's license.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally;
- Ability to travel to multiple program sites and off-site meetings as required.

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Job Description: INDIGENT HEALTH CARE DIRECTOR

Class No.	1271	EEOC Category	First/Mid Level Officials and Managers
Pay Group	117	FLSA Status	Exempt

SUMMARY OF POSITION

Responsible for all operational aspects of the Indigent Health Care Program, including leadership, staffing, organization, financial management, and coordination with community partners and agencies. Directs day-to-day operations and ensures compliance with the Texas Indigent Health Care statutes and all applicable state, federal, and county policies set forth by Commissioners' Court.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Commissioners' Court.
2. Directs: Subordinate departmental personnel.
3. Other: Has regular contact with the County Judge and Commissioners, other county offices, the County Physician, hospital administration and staff, physicians and their offices, federal and state agencies, Medicaid and Medicare administrators, healthcare providers, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Prescreens and processes Indigent Health Care applications in accordance with the Texas Indigent Health Care Program (CIHCP), Chapter 61 of the Health and Safety Code; determines client eligibility; refers eligible clients to the County Physician for medical services;
- Under the direction of the County Physician, facilitates medical orders to specialized physicians or hospitals by preparing and processing pre-authorizations; assists staff with interpretation of ICD-10 diagnostic codes, CPT billing codes, referral processes, and documentation requirements to promote accuracy and compliance;
- Reviews all medical invoices to ensure the medical provider met filing deadlines and to confirm client eligibility at the time services were rendered; processes payable invoices in accordance with Medicaid standards; coordinates with medical providers, law offices, and insurance companies to ensure the county is payer of last resort; submits approved invoices to the County Auditor's Office for payment processing;
- Develops, implements, and maintains departmental policies and procedures in compliance with state, federal, and county requirements; ensures program effectiveness, accountability, and compliance with all applicable regulations; prepares for and participates in audits, inspections, and program reviews;
- Provides leadership and supervision to departmental staff; recruits, trains, evaluates, and supports personnel; ensures adequate staffing and organizational structure to meet program needs;

- Prepares and manages the proposed departmental budget; monitors expenditures, ensures fiscal responsibility, and approves eligible medical services and vendor payments according to established guidelines.

Other Important Duties*

- Establish departmental performance benchmarks and key indicators; continually analyze budget performance and variances; make appropriate adjustments and report to the Commissioners Court; Actively participate in interdepartmental programs and committees, providing sound input; seek self-improvement and continued professional development;
- Coordinates services with other public agencies, healthcare providers, and community organizations; serves as liaison between Polk County and external partners; promotes awareness of available services and program eligibility;
- Maintains working knowledge of the Texas Cares Rx Program administered through HHSC and Integrated Prescription Management (IPM) and Patient Assistance Programs (PAPs) to ensure clients have access to appropriate prescription assistance resources;
- Maintains current knowledge of laws and legislative decisions relating to Indigent Health Care; maintains updated federal, state, and county policies; engages with the Texas Indigent Health Care Association (TIHCA) to remain aligned with statewide best practices and policy updates;
- Attends Commissioners' Court and Department Head meetings as directed;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Texas Indigent Health Care Program operations, Chapter 61 statutes, and IHS software systems; Medicaid, Medicare, and self-pay billing and reimbursement processes; ICD-10 diagnostic codes and CPT billing codes; social service programs, healthcare systems, and community resources; governmental operations and regulatory compliance; principles of budget administration and fiscal management.

Ability to: Train, supervise, motivate, and evaluate staff; develop, analyze, and interpret policies and procedures as set forth by state, federal government, and Commissioners' Court; manage multiple priorities and meet deadlines; maintain accurate and confidential client records; prepare reports and supporting documentation for Commissioners' Court and regulatory agencies; establish and maintain effective working relationships with county employees, officials, healthcare providers, and outside agencies; communicate effectively both orally and in writing.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus three to five years of experience in social services, healthcare administration, indigent health care, or a related field, at least one to two years of which involved supervisory or management responsibility;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. A background in medical administration, hospital or clinical services, or health services is preferred.

CERTIFICATES AND LICENSES REQUIRED

Valid Texas driver's license.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: MUSEUM CURATOR

Class No.	1282	EEOC Category	Professionals
Pay Group	114	FLSA Status	Non-exempt

SUMMARY OF POSITION

Responsible for the appropriate care and maintenance of each object within the Museum. Greets and assists visitors, accepts and documents new acquisitions and donations, completes and maintains reports, sets up new exhibits, writes periodic news articles, and serves as a resource for County historical information including, but not limited to, cemeteries, historical homes, buildings, other locations, and genealogy.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Polk County Historical Commission and the Commissioners Court.
2. Directs: May be required to supervise subordinate staff.
3. Other: Has contact with all active members of the Polk County Historical Commission, Commissioners Court members, the general public, and some county personnel.

EXAMPLES OF WORK

Essential Duties*

- Greets visitors courteously, conducts tours, and maintains the museum guest book;
- Creates, assembles, and maintains museum displays and exhibits; processes and archives new acquisitions following current archival standards;
- Implements and maintains digital archives, including scanning and preserving historic documents in a digital filing system;
- Prepares and presents monthly and annual reports to the Historical Commission and Commissioners Court; assists with the Annual Report to the State Historical Commission;
- Manages museum social media platforms; designs promotional brochures; conducts promotion and marketing to draw visitors;
- Works with groups and entities that promote preservation, history, and heritage tourism, including the Alabama-Coushatta Tribe of Texas, Heritage Societies, and Chambers of Commerce throughout the County;
- May be required to attend State Historical Commission and museum profession seminars and/or workshops; reviews publications concerning the museum profession;

Other Important Duties*

- Oversees the maintenance and upkeep of the museum building and grounds in cooperation with the County Maintenance Department;
- Works with schools and teachers on curriculum for students relating to Polk County history;
- Responds to inquiries pertaining to genealogy and assists researchers in the museum to understand County resources for study;

- Promotes the sale of Polk County History Books;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: The identity of objects in the museum and how they relate to local history; working knowledge of Polk County history, preferred — including original settlers and founders of towns and communities; techniques of handling, preservation, and storage of the museum's documents and objects of art, following current archival standards; professional office practices, equipment, and materials.

Skill to: Operate modern office equipment, including a computer and current software.

Ability to: Meet the general public graciously; communicate effectively with others; adapt to new technology; assemble creative exhibits that represent local history, preserve the nostalgia of times past for citizens, inspire in young people an appreciation of history, and ultimately stimulate interest in the history of Polk County.

ACCEPTABLE EXPERIENCE AND TRAINING

Bachelor's degree, with museum-related course study;

or High school graduation, or its equivalent, plus two years of museum-related work experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

None.

PHYSICAL REQUIREMENTS*

- Prolonged periods of standing, walking, and moving throughout the museum;
- Frequent use of hands and fingers for handling, cataloging, and operating standard office equipment;
- Occasional lifting, bending, reaching, stooping, and climbing to access or position display items;
- Visual acuity sufficient for detailed examination of museum objects, documents, and screen-based work;
- Ability to communicate clearly in person and by phone;
- Ability to lift and carry up to 30 pounds occasionally.

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Polk County, TX

Budget Adjustment Register

Adjustment Detail

Packet: GLPKT17305 - K26R19

Adjustment Number	Budget Code	Description	Adjustment Date
K26R19	FY2026 General Budget	K26R19 BUDGET REVISIONS	6/9/2026

Summary Description: K26R19 BUDGET REVISIONS FOR COMMISSIONERS COURT APPROVAL

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<u>010-1503-1050</u>	SALARIES	K26R19 BUDGET REVISIONS	269,472.00	1,410.00	270,882.00
June:	1,410.00				
<u>010-1695-1050</u>	SALARIES	K26R19 BUDGET REVISIONS	196,752.00	2,117.00	198,869.00
June:	2,117.00				
<u>010-1695-1055</u>	DISCRETIONARY SALARY	K26R19 BUDGET REVISIONS	3,009.00	-2,117.00	892.00
June:	-2,117.00				
<u>010-1696-1050</u>	SALARIES	K26R19 BUDGET REVISIONS	174,049.00	2,557.00	176,606.00
June:	2,557.00				
<u>010-1696-1055</u>	DISCRETIONARY SALARY	K26R19 BUDGET REVISIONS	2,951.00	-2,557.00	394.00
June:	-2,557.00				
<u>010-2512-1050</u>	SALARIES	K26R19 BUDGET REVISIONS	2,544,938.00	3,261.00	2,548,199.00
June:	3,261.00				
<u>010-2512-1055</u>	DISCRETIONARY SALARY	K26R19 BUDGET REVISIONS	17,396.00	-3,261.00	14,135.00
June:	-3,261.00				
<u>010-3697-1050</u>	SALARIES	K26R19 BUDGET REVISIONS	87,050.00	-1,410.00	85,640.00
June:	-1,410.00				
<u>010-4499-1050</u>	SALARIES	K26R19 BUDGET REVISIONS	569,069.00	13,891.00	582,960.00
June:	13,891.00				
<u>010-4499-1055</u>	DISCRETIONARY SALARY	K26R19 BUDGET REVISIONS	14,052.00	-13,891.00	161.00
June:	-13,891.00				
<u>022-6622-3000</u>	UNIFORMS	K26R19 BUDGET REVISIONS	350.00	109.99	459.99
June:	109.99				
<u>022-6622-3380</u>	CULVERTS	K26R19 BUDGET REVISIONS	56,250.00	5,000.00	61,250.00
June:	5,000.00				
<u>022-6622-3540</u>	TIRES	K26R19 BUDGET REVISIONS	18,000.25	5,000.00	23,000.25
June:	5,000.00				
<u>022-6622-3770</u>	SIGNS	K26R19 BUDGET REVISIONS	2,500.00	3,000.00	5,500.00
June:	3,000.00				
<u>022-6622-4560</u>	PARTS & REPAIRS	K26R19 BUDGET REVISIONS	117,498.16	25,000.00	142,498.16
June:	25,000.00				
<u>022-6622-4900</u>	MISCELLANEOUS	K26R19 BUDGET REVISIONS	229,418.92	-38,109.99	191,308.93
June:	-38,109.99				

Budget Code Summary

Budget	Budget Description	Account	Account Description	Before	Adjustment	After
FY2026 General	FY2026 General Budget	<u>010-1503-1050</u>	SALARIES	269,472.00	1,410.00	270,882.00
		<u>010-1695-1050</u>	SALARIES	196,752.00	2,117.00	198,869.00
		<u>010-1695-1055</u>	DISCRETIONARY SALARY	3,009.00	-2,117.00	892.00
		<u>010-1696-1050</u>	SALARIES	174,049.00	2,557.00	176,606.00
		<u>010-1696-1055</u>	DISCRETIONARY SALARY	2,951.00	-2,557.00	394.00
		<u>010-2512-1050</u>	SALARIES	2,544,938.00	3,261.00	2,548,199.00
		<u>010-2512-1055</u>	DISCRETIONARY SALARY	17,396.00	-3,261.00	14,135.00
		<u>010-3697-1050</u>	SALARIES	87,050.00	-1,410.00	85,640.00
		<u>010-4499-1050</u>	SALARIES	569,069.00	13,891.00	582,960.00
		<u>010-4499-1055</u>	DISCRETIONARY SALARY	14,052.00	-13,891.00	161.00
		<u>022-6622-3000</u>	UNIFORMS	350.00	109.99	459.99
		<u>022-6622-3380</u>	CULVERTS	56,250.00	5,000.00	61,250.00
		<u>022-6622-3540</u>	TIRES	18,000.25	5,000.00	23,000.25
		<u>022-6622-3770</u>	SIGNS	2,500.00	3,000.00	5,500.00
		<u>022-6622-4560</u>	PARTS & REPAIRS	117,498.16	25,000.00	142,498.16
		<u>022-6622-4900</u>	MISCELLANEOUS	229,418.92	-38,109.99	191,308.93
			FY2026 General Total:	4,302,755.33	0.00	4,302,755.33
			Grand Total:	4,302,755.33	0.00	4,302,755.33

Fund Summary

Fund	Before	Adjustment	After
Budget Code:FY2026 General - FY2026 General Budget Fiscal: 2025-2026			
010	3,878,738.00	0.00	3,878,738.00
022	424,017.33	0.00	424,017.33
Budget Code FY2026 General Total:	4,302,755.33	0.00	4,302,755.33
Grand Total:	4,302,755.33	0.00	4,302,755.33



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June 2, 2026

Sydney Murphy, Polk County Judge
Polk County Courthouse
101 W. Church Street, Suite 300
Livingston, Texas 77351
(Via email: smurphy@co.polk.tx.us)

**Re: BIG SANDY RANCHETTES
Subdivision Application
Engineer's Recommendation**

Dear Judge Murphy,

Acting in the capacity of Polk County Engineer, GLS has reviewed the Subdivision Application for BIG SANDY RANCHETTES for compliance with the Polk County Subdivision Regulations.

We considered the following in our review:

- Application for plat approval and checklist, Preliminary Plat, Appendix H, Appendix F, and Development Fees by email from county.judge@co.polk.tx.us on 3/6/26.
- Appendix H by email from county.judge@co.polk.tx.us on 3/18/26.
- Revised plat by email from county.judge@co.polk.tx.us on 3/31/26.
- Appendix U (with attached tax certificate), Appendix I (unsigned), Sealed Appendix G and culvert information by email from county.judge@co.polk.tx.us on 4/6/26.
- Signed Appendix I by email from county.judge@co.polk.tx.us on 4/8/26.
- Revised plat, revised plat with elevation contours, and SHECO letter from l.walker@surveyingtexas.com on 4/27/26, 5:39 PM.
- Revised SHECO letter from ap@acreagedevelopments.com on 5/14/26.
- Revised plat, revised plat with elevation contours, and revised SHECO letter from county.judge@co.polk.tx.us on 5/19/26.

The application was considered complete on 5/14/2026.

We recommend **APPROVAL** of the subdivision application. We will send a final invoice this week.

Should you have any questions or concerns, let us know.

1609 S. CHESTNUT • SUITE 202
LUFKIN, TEXAS • 75901

T.B.P.E.L.S. FIRM NO. F-413
T.B.A.E. FIRM NO. BR 351

PHONE: 936-637-4900
FAX: 936-637-6330

T.B.P.E.L.S. FIRM NO. 10110900
GLSTEXAS.COM

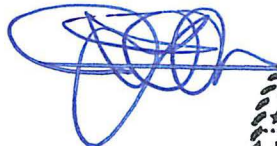
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Sincerely,



06/02/20

Cc: Jerry Cassity jerry.cassity@co.polk.tx.us
Kayla Pitts kayla.pitts@co.polk.tx.us
Kari Miller, kari.miller@co.polk.tx.us
Becky Marsh, county.judge@co.polk.tx.us
Tarra Reynolds tarra.reynolds@polktx.gov
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Adam Niraula an@acreagedevelopments.com
Akar Pokhrel ap@acreagedevelopments.com
Colton Dorow c.dorow@surveyingtexas.com
Jeremy Overby joverby@glstexas.com

FY2026 REIMBURSEMENT RESOLUTION DETAIL

LEGEND: Item (or portion thereof) with pymt. pending

VENDOR	DESCRIPTION	DEPARTMENT	LINE ITEM	FUND BALANCE	CAPITAL LIST APPROVED AMOUNT	AMOUNT APPROVED	ACTUAL PAID (for Issue Amt)	DATE APPROVED	CAPITAL LIST DATE	DATE PAID	NOTES
L3Harris	20 Handheld Radios	Jail	010-2512-5720	General	35,400.00	35,394.50		8/12/2025			Included on CCP Listing
Total Energy Solutions	Generator	Jail	010-2512-5720	General	750,000.00	750,000.00		8/26/2025			Included on CCP Listing
BuyBoard	2025/26 40' Transport Bus	Jail	010-2512-5750	General	350,000.00	268,653.00		8/26/2025			Included on CCP Listing
Texas First Response Services	AME for K-9 and CID unit	Sheriff	010-2560-5750	General	55,869.93	43,778.20		8/26/2025			Included on CCP Listing
Texas First Response Services	AME for patrol unit	Constable Pct. 2	010-2552-5750	General	23,198.65	20,117.55		8/26/2025			Included on CCP Listing
Texas First Response Services	AME for patrol unit	Constable Pct. 3	010-2553-5750	General	23,198.65	20,117.55		8/26/2025			Included on CCP Listing
Texas Fleet Outfitters	AME for Sheriff Patrol (6) & CID Units (3)	Sheriff	010-2560-5750	General	193,247.55	207,587.40		9/9/2025			Included on CCP Listing
Texas Fleet Outfitters	AME for patrol unit	Constable Pct. 1	010-2551-5750	General	18,018.55	14,657.62		9/9/2025			Included on CCP Listing
Datum Storage Solutions	Cabinets / Shelving for Land Records	County Clerk	010-1403-5720	General	80,000.00	69,516.02		9/9/2025			Included on CCP Listing
Stalker Radar	Radar Detection Units x2	Constable Pct. 3	010-2553-5720	General	3,486.00	6,972.00		9/23/2025			Included on CCP Listing
NKB Concepts	Rifles x2 w/Optic & Shotgun	Constable Pct. 3	010-2553-5720	General	5,264.00	5,965.20		9/23/2025			Included on CCP Listing
webstaurantstore.com	Reach in refrigerator	Jail	010-2512-5720	General	5,300.00	5,554.00		10/14/2025			Included on CCP Listing
Southern Computer Warehouse	Network Equipment	IT	010-1503-5720	General	64,500.00	58,506.71		10/14/2025			Included on CCP Listing
Tyler Technologies	Project Accounting & Contracts Modules (one-time fees)	IT	010-1503-5730	General	5,470.00	5,470.00		10/14/2025			Included on CCP Listing
vCloud Tech Inc	Laptop Docking Stations (11)	Sheriff	010-2560-5750	General	0.00	7,500.46		11/12/2025			Not Included on CPP Listing
Axon	Sheriff Body Cameras (year 2 of 5)	Sheriff	010-2560-5720	General	53,844.79	53,844.77		11/12/2025			Included on CCP Listing
Axon	Jail Body Cameras (year 2 of 5)	Jail	010-2560-5720	General	49,439.10	49,439.10		11/12/2025			Included on CCP Listing
Axon	Sheriff Vehicle Cameras (Year 1 of 5)	Sheriff	010-2560-5750	General	0.00	15,571.04		11/25/2025			Not Included on CPP Listing
Axon	Constable Vehicle Cameras (Year 1 of 5)	Constable Pct. 2	010-2552-5750	General	0.00	1,946.42		11/25/2025			Not Included on CPP Listing
OnSite Decals	Sheriff Vehicle Decals	Sheriff	010-2560-5750	General	0.00	8,280.00					Not Included on CPP Listing
GENERAL SUB-TOTAL (APPROVED)					1,716,237.22	\$ 1,648,871.54	\$ -				
(To be determined)					GENERAL						
GENERAL SUB-TOTAL (PENDING LIST)						\$ -					
GENERAL FUND TOTAL					Limit per Exhibit = \$ 2,000,000.00	\$ 1,648,871.54	\$ -			2,000,000.00	Under Reimb. Resolution Exhibit Limit
ROAD & BRIDGE											
Portion of \$1M Road Funding (does not effect Pct. Operating budget calculation)					R&B 1						
PRECINCT 1 - SUBTOTAL OF			\$0.00			\$ -	\$ -				
\$ 1,000,000.00					ROAD & BRIDGE TOTAL	Limit per Exhibit = \$ 1,000,000.00	\$ -	\$ -			1,000,000.00
(Reimb. Res. Authorization)						\$ 1,000,000.00		(Remaining in amount designated in Resolution)			
TOTAL ALL (FY2026)						\$ 1,648,871.54	\$ -				
(Amended) Reimbursement Resolution Approved Total						\$ 3,000,000.00					
(Over) / Under						\$ 1,351,128.46					