



**ANDERSON COUNTY
SHERIFF'S OFFICE
W. R. FLORES, SHERIFF**
1200 E. LACY ST. PALESTINE, TEXAS 75801
PHONE 903-729-6068 FAX 903-729-3022



Job Vacancy Announcement

05-22-2024

Position: Bailiff (Deputy Sheriff), Full-time

Open until: 07-21-2024

Salary: \$48,400 annually (hourly rate = \$21.77). TCOLE certification pay up to \$3,000 a year. Step pay: \$1,200 annually after 24 months, additional \$1,800 annually after 60 months of service. Paid overtime and holidays, TDCRS retirement benefits. Issued uniforms and firearm, take-home vehicle (up to 25 miles outside county), and paid training.

Summary of Position: Performs public safety work. Work involves the enforcement of criminal and general laws of the State of Texas. May train others.

Essential Duties:

- Maintain order, opening and recessing court, and accompanying inmates to and from Courts. Provides security for the courthouse and participants.
- Patrols and detects violation of state laws and regulations, makes violator contacts, and places violators in custody or issues citations or warnings as necessary.
- Patrols in high crime areas with appropriate action to reduce crime as necessary.
- Patrols assigned areas and County office buildings, grounds, and parking facilities to check for security violations.
- Apprehends criminals, rescues victims, seizes illegal contraband, detects, and prevents terrorist attacks, and disrupts criminal organizations.
- Conducts personnel, traffic, and criminal investigations as necessary. Prepares complaints and cases for presentation in court; preserves and presents physical evidence; testifies in court; and reports disposition of case as necessary.
- Serves traffic and criminal warrants and arrests, processes, and transports prisoners as necessary.
- Performs disaster rescue operations, responds to critical incidents and major investigations, cares for the injured, controls crowds, and directs traffic as necessary.
- Removes debris from roadway; assists stranded motorists; and arranges for transportation, repair, or towing services as necessary.
- Maintains liaison with appropriate personnel and entities to collect and share relevant information.
- Answers inquiries pertaining to legal, policy, or procedural information.
- Plans and participates in safety programs.
- Performs routine maintenance and servicing of assigned fleet vehicles, and prepares activity, auto, mileage, repair, and gasoline consumption reports.
- Trains consistently with issued weapons and equipment and maintains all equipment in proper condition.
- May train others or provide guidance to less tenured staff.
- Transports prisoners and mental health clients as necessary.
- Performs related work as assigned by Sheriff.

A job profile is not a comprehensive job description.

Minimum Qualifications: High School Diploma or GED is required. Must be 21 at time of employment and have a valid Texas driver's license. License as a basic peace officer in good standing with TCOLE. Must pass criminal history background check, drug screen, physical and psychological examination.

Applications are mandatory and available online at www.co.anderson.tx.us under the Sheriff's tab or Employment Opportunities tab.



**ANDERSON COUNTY
SHERIFF'S OFFICE
W. R. FLORES, SHERIFF**
1200 E. LACY ST. PALESTINE, TEXAS 75801
PHONE 903-729-6068 FAX 903-729-3022



Job Vacancy Announcement

05-22-2024

Position: Deputy Sheriff (Transport) Full-time

Open until: 07-21-2024

Salary: \$48,400 annually (hourly rate current = \$21.77). TCOLE certification pay up to \$3,000 a year. Step pay: \$1,200 annually after 24 months, additional \$1,800 annually after 60 months of service. Paid overtime and holidays, TDCRS retirement benefits. Issued uniforms and firearm, take-home vehicle (up to 25 miles outside county), and paid training.

Summary of Position: Performs public safety work. Work involves the enforcement of criminal and general laws of the State of Texas. Transports inmates and prisoners to and/or from law enforcement agencies and penal institutions throughout Texas and the United States.

Essential Duties:

- As needed and assigned, performs the duties of a court bailiff, patrol deputy or mental health deputy.
- Transports voluntary and involuntary persons for mental health care to hospitals located throughout the State of Texas.
- Tactfully interact with various components of the judicial system as well as with medical services providers.
- Handle highly confidential information with discretion, maintain confidential records (i.e. court records, call transcripts, transport paperwork) on all individuals who have been assisted.
- Work assigned shift and unusual hours including evenings, nights, weekends, holidays, and overtime, as well as serve in an "on-call" capacity as needed or assigned.
- Patrols and detects violation of state laws and regulations, makes violator contacts, and places violators in custody or issues citations or warnings as necessary.
- Patrols in high crime areas with appropriate action to reduce crime as necessary.
- Patrols assigned areas and County office buildings, grounds, and parking facilities to check for security violations.
- Apprehends criminals, rescues victims, seizes illegal contraband, detects, and prevents terrorist attacks, and disrupts criminal organizations.
- Conducts personnel, traffic, and criminal investigations as necessary. Prepares complaints and cases for presentation in court; preserves and presents physical evidence; testifies in court; and reports disposition of case as necessary.
- Serves traffic and criminal warrants and arrests, processes, and transports prisoners as necessary.
- Performs disaster rescue operations, responds to critical incidents and major investigations, cares for the injured, controls crowds, and directs traffic as necessary.
- Removes debris from roadway; assists stranded motorists; and arranges for transportation, repair, or towing services as necessary.
- Maintains liaison with appropriate personnel and entities to collect and share relevant information.
- Answers inquiries pertaining to legal, policy, or procedural information.
- Plans and participates in safety programs.
- Performs routine maintenance and servicing of assigned fleet vehicles, and prepares activity, auto, mileage, repair, and gasoline consumption reports.
- Trains consistently with issued weapons and equipment and maintains all equipment in proper condition.
- May train others or provide guidance to less tenured staff.
- Transports prisoners and mental health clients as necessary.
- Performs related work as assigned by Sheriff.

A job profile is not a comprehensive job description.

Minimum Qualifications: High School Diploma or GED is required. Must be 21 at time of employment and have a valid Texas driver's license. License as a basic peace officer in good standing with TCOLE. Completion of Mental Health Officer Training Course preferred but not required. Must pass criminal history background check, drug screen, physical and psychological examination.

Applications are mandatory and available online at www.co.anderson.tx.us under the Sheriff's tab or Employment Opportunities tab.



ANDERSON COUNTY
SHERIFF'S OFFICE
W. R. FLORES, SHERIFF
1200 E. LACY ST. PALESTINE, TEXAS 75801
PHONE 903-729-6068 FAX 903-729-3022



Job Vacancy Announcement

05-22-2024

Position: Criminal Investigator (Full-time)

Open until: 07-21-2024

Salary: \$50,800 annually (\$22.85 hourly). TCOLE certification pay up to \$3,000. Step pay: \$1,200 annually after 24 months, additional \$1,800 annually after 60 months of service. Paid overtime and holidays, TDCRS retirement benefits. Issued uniforms and firearm, take-home vehicle (up to 25 miles outside county), and paid training.

Summary of Position: Conduct investigations of misdemeanor and felony crimes, collect and preserve evidence, interrogate offenders, question witnesses and victims, prepare case files for testimony in Grand Jury and trials, establish and maintain liaison with city, county, state, and federal officials. Abide by all lawful policies and procedures, orders and instructions issued by the Anderson County Sheriff's Office.

Essential Duties:

- Investigates and detects violation of state laws and regulations.
- Conducts criminal investigations. Prepares complaints and affidavits for search and arrest.
- Prepares cases for presentation in court; preserves and presents physical evidence; testifies in court; and reports disposition of case.
- Contacts victims, witnesses and suspects, interviews and takes statement from same.
- Apprehends criminals, rescues victims, seizes illegal contraband, detects and prevents terrorist attacks, and disrupts criminal organizations.
- Serves criminal warrants and arrests, processes, and transports prisoners.
- Performs disaster rescue operations, responds to critical incidents and major investigations, cares for the injured, controls crowds, and directs traffic.
- Maintains liaison with appropriate personnel and entities to collect and share relevant information.
- Answers inquiries pertaining to legal, policy, or procedural information.
- Performs or schedules routine maintenance and servicing of assigned fleet vehicles, and prepares activity, auto, mileage, repair, and gasoline consumption reports.
- Trains consistently with issued weapons and equipment and maintains all equipment in proper condition.
- May train others or provide guidance to less tenured staff.
- Performs related work as assigned by Sheriff.

A job profile is not a comprehensive job description.

Minimum Qualifications: High School Diploma or GED is required. Must be 21 at time of employment and have a valid Texas driver's license. License as a peace officer in good standing with TCOLE, Intermediate Certificate required. Experience as a full-time criminal investigator required. Must pass criminal history background check, drug screen, physical and psychological examination.

Applications are mandatory and available online at www.co.anderson.tx.us under the Sheriff's tab or Employment Opportunities tab.



**ANDERSON COUNTY
SHERIFF'S OFFICE
W. R. FLORES, SHERIFF**
1200 E. LACY ST. PALESTINE, TEXAS 75801
PHONE 903-729-6068 FAX 903-729-3022



Job Vacancy Announcement

05-22-2024

Position: County Jailer (Full-Time)

Open until: 07-21-2024

Salary: \$44,400 annually (\$19.97 hourly). TCOLE certification pay (Basic, Intermediate, Advanced and Master) up to \$3,000 annually. Step pay: \$1,200 annually after 24 months, additional \$1,800 annually after 60 months of service. Paid overtime and holidays, TDCRS retirement benefits. Issued uniforms, and county paid training.

Summary of Position: Performs correctional work involving the care and custody of offenders. Work involves training in officer and offender relations, security, and corrections management.

Detention to Deputy Program: Personnel assigned to the County Jail may apply to attend the Basic Peace Officer Academy (specific requirements exist).

Essential Duties:

- Participates in the care and custody of offenders in adherence to correctional laws, rules, regulations, and established procedures.
- Performs searches of buildings, dormitories, and cellblocks for contraband and performs searches of offenders.
- Oversees and controls offender movement within buildings or specific areas.
- Prepares and maintains records, forms, and reports.
- Assists in responding to emergency situations, searching for escaped offenders, and transporting offenders.
- Performs related work and additional duties as assigned by Sheriff.

A Job profile is not a comprehensive job description.

REQUIREMENTS: High School diploma or GED is required. Must be 18 at time of employment and have a valid Texas driver's license. Must pass criminal history background check, drug screen, physical and psychological examination.

Applications mandatory and available online at www.co.anderson.tx.us under the Sheriff's tab or Employment Opportunities tab.

Available Mon. – Fri., 8A – 5P at 1200 E. Lacy St., Palestine, TX 75801.



**ANDERSON COUNTY
SHERIFF'S OFFICE
W. R. FLORES, SHERIFF
1200 E. LACY ST. PALESTINE, TEXAS 75801
PHONE 903-729-6068 FAX 903-729-3022**



Job Vacancy Announcement

05-22-2024

Position: Deputy Sheriff (Mental Health) Full-time

Open until: 07-21-2024

Salary: \$48,400 annually (\$21.77 hourly). TCOLE certification pay up to \$3,000 a year. Step pay: \$1,200 annually after 24 months, additional \$1,800 annually after 60 months of service. Paid overtime and holidays, TDCRS retirement benefits. Issued uniforms and firearm, take-home vehicle (up to 25 miles outside county), and paid training.

Summary of Position: Performs public safety work. Work involves the enforcement of criminal and general laws of the State of Texas. Assists the public and law enforcement agencies by providing information and processing individuals with mental health problems. Interacts with the public, handling mental health-related and other types of service calls that include helping individuals in crisis situations.

Essential Duties:

- Transports voluntary and involuntary persons for mental health care to hospitals located throughout the State of Texas.
- Tactfully interact with various components of the judicial system as well as with medical services providers.
- Handle highly confidential information with discretion, maintain confidential records (i.e. court records, call transcripts, transport paperwork) on all individuals who have been assisted.
- Work assigned shift and unusual hours including evenings, nights, weekends, holidays, and overtime, as well as serve in an "on-call" capacity as needed or assigned.
- Patrols and detects violation of state laws and regulations, makes violator contacts, and places violators in custody or issues citations or warnings as necessary.
- Patrols in high crime areas with appropriate action to reduce crime as necessary.
- Patrols assigned areas and County office buildings, grounds, and parking facilities to check for security violations.
- Apprehends criminals, rescues victims, seizes illegal contraband, detects, and prevents terrorist attacks, and disrupts criminal organizations.
- Conducts personnel, traffic, and criminal investigations as necessary. Prepares complaints and cases for presentation in court; preserves and presents physical evidence; testifies in court; and reports disposition of case as necessary.
- Serves traffic and criminal warrants and arrests, processes, and transports prisoners as necessary.
- Performs disaster rescue operations, responds to critical incidents and major investigations, cares for the injured, controls crowds, and directs traffic as necessary.
- Removes debris from roadway; assists stranded motorists; and arranges for transportation, repair, or towing services as necessary.
- Maintains liaison with appropriate personnel and entities to collect and share relevant information.
- Answers inquiries pertaining to legal, policy, or procedural information.
- Plans and participates in safety programs.
- Performs routine maintenance and servicing of assigned fleet vehicles, and prepares activity, auto, mileage, repair, and gasoline consumption reports.
- Trains consistently with issued weapons and equipment and maintains all equipment in proper condition.
- May train others or provide guidance to less tenured staff.
- Transports prisoners and mental health clients as necessary.
- Performs related work as assigned by Sheriff.

A job profile is not a comprehensive job description.

Minimum Qualifications: High School Diploma or GED is required. Must be 21 at time of employment and have a valid Texas driver's license. License as a basic peace officer in good standing with TCOLE. Completion of Mental Health Officer Training Course preferred but not required. Must pass criminal history background check, drug screen, physical and psychological examination.

May consider "Cadet Status" for applicants with significant experience in this field.

Applications are mandatory and available online at www.co.anderson.tx.us under the Sheriff's tab or Employment Opportunities tab.



**ANDERSON COUNTY
SHERIFF'S OFFICE
W. R. FLORES, SHERIFF
1200 E. LACY ST. PALESTINE, TEXAS 75801
PHONE 903-729-6068 FAX 903-729-3022**



Job Vacancy Announcement

05-22-2024

Position: Deputy Sheriff (Livestock) Full-time

Open until: 07-21-2024

Salary: \$48,400 annually (\$21.77 hourly). TCOLE certification pay up to \$3,000 a year. Step pay: \$1,200 annually after 24 months, additional \$1,800 annually after 60 months of service. Paid overtime and holidays, TDCRS retirement benefits. Issued uniforms and firearm, take-home vehicle (up to 25 miles outside county), and paid training.

Summary of Position: Performs public safety work. Work involves the enforcement of criminal and general laws of the State of Texas. Protects livestock from harm, theft or from roaming at large. Enforces applicable laws to ensure the welfare of the public and the livestock.

Essential Duties:

- Enforces applicable laws, with emphasis on the Livestock Laws of the State of Texas.
- Searches for the identity of the owner of all estrays, including searching the register of recorded brands.
- Files Notice of Estray as required and redeems the estray to the owner whenever possible.
- Arranges the sale of unredeemed estrays at Sheriff Sale or Public Auction.
- As needed and assigned, performs the duties of a court bailiff, patrol deputy or mental health deputy.
- Work assigned shift and unusual hours including evenings, nights, weekends, holidays, and overtime, as well as serve in an "on-call" capacity as needed or assigned.
- Patrols and detects violation of state laws and regulations, makes violator contacts, and places violators in custody or issues citations or warnings as necessary.
- Patrols in high crime areas with appropriate action to reduce crime as necessary.
- Patrols assigned areas and County office buildings, grounds, and parking facilities to check for security violations.
- Apprehends criminals, rescues victims, seizes illegal contraband, detects, and prevents terrorist attacks, and disrupts criminal organizations.
- Conducts personnel, traffic, and criminal investigations as necessary. Prepares complaints and cases for presentation in court; preserves and presents physical evidence; testifies in court; and reports disposition of case as necessary.
- Serves traffic and criminal warrants and arrests, processes, and transports prisoners as necessary.
- Performs disaster rescue operations, responds to critical incidents and major investigations, cares for the injured, controls crowds, and directs traffic as necessary.
- Removes debris from roadway; assists stranded motorists; and arranges for transportation, repair, or towing services as necessary.
- Maintains liaison with appropriate personnel and entities to collect and share relevant information.
- Answers inquiries pertaining to legal, policy, or procedural information.
- Plans and participates in safety programs.
- Performs routine maintenance and servicing of assigned fleet vehicles, and prepares activity, auto, mileage, repair, and gasoline consumption reports.
- Trains consistently with issued weapons and equipment and maintains all equipment in proper condition.
- May train others or provide guidance to less tenured staff.
- Transports prisoners and mental health clients as necessary.
- Performs related work as assigned by Sheriff.

A job profile is not a comprehensive job description.

Minimum Qualifications: High School Diploma or GED is required. Must be 21 at time of employment and have a valid Texas driver's license. License as a basic peace officer in good standing with TCOLE. Completion of Mental Health Officer Training Course preferred but not required. Must pass criminal history background check, drug screen, physical and psychological examination. **May consider "Cadet Status" for applicants with significant experience in this field.**

Applications are mandatory and available online at www.co.anderson.tx.us under the Sheriff's tab or Employment Opportunities tab.



**ANDERSON COUNTY
SHERIFF'S OFFICE
W. R. FLORES, SHERIFF**
1200 E. LACY ST. PALESTINE, TEXAS 75801
PHONE 903-729-6068 FAX 903-729-3022



Job Vacancy Announcement

05-22-2024

Position: Deputy (Full-Time)

Open until: 07-21-2024

Salary: \$48,400 annually (\$21.77 hourly). TCOLE certification pay up to \$3,000 a year. Step pay: \$1,200 annually after 24 months, additional \$1,800 annually after 60 months of service. Paid overtime and holidays, TDCRS retirement benefits. Issued uniforms and firearm, take-home vehicle (up to 25 miles outside county), and paid training.

Summary of Position: Performs public safety work. Work involves the enforcement of criminal and general laws of the State of Texas. May train others.

Essential Duties:

- Patrols and detects violation of state laws and regulations, makes violator contacts, and places violators in custody or issues citations or warnings.
- Patrols in high crime areas with appropriate action to reduce crime.
- Patrols assigned areas and County office buildings, grounds, and parking facilities to check for security violations.
- Apprehends criminals, rescues victims, seizes illegal contraband, detects and prevents terrorist attacks, and disrupts criminal organizations.
- Conducts personnel, traffic, and criminal investigations. Prepares complaints and cases for presentation in court; preserves and presents physical evidence; testifies in court; and reports disposition of case.
- Serves traffic and criminal warrants and arrests, processes, and transports prisoners.
- Performs disaster rescue operations, responds to critical incidents and major investigations, cares for the injured, controls crowds, and directs traffic.
- Removes debris from roadway; assists stranded motorists; and arranges for transportation, repair, or towing services.
- Maintains liaison with appropriate personnel and entities to collect and share relevant information.
- Answers inquiries pertaining to legal, policy, or procedural information.
- Plans and participates in safety programs.
- Performs routine maintenance and servicing of assigned fleet vehicles, and prepares activity, auto, mileage, repair, and gasoline consumption reports.
- Trains consistently with issued weapons and equipment and maintains all equipment in proper condition.
- May train others or provide guidance to less tenured staff.
- Performs related work as assigned by Sheriff.

A job profile is not a comprehensive job description.

Minimum Qualifications: High School Diploma or GED is required. Must be 21 at time of employment and have a valid Texas driver's license. License as a basic peace officer in good standing with TCOLE. Must pass criminal history background check, drug screen, physical and psychological examination.

Applications are mandatory and available online at www.co.anderson.tx.us under the Sheriff's tab or Employment Opportunities tab.