



Llano County Sheriff's Office  
Sheriff Bill Blackburn  
2001 N St Hwy 16, Ste A  
Llano, Texas 78643  
Office: 325.247.5767 Fax: 325.247.3273

## **JOB DESCRIPTION**

Job Title: Civil Process/Transport Corporal

Non-Exempt Salary Level \$58,014.42

Prepared by: Brad Evans, Chief Deputy

Approved by:

Supervisor: Brad Evans

Date: May 15, 2024

Summary of Responsibilities and Goals: Inmate transports and assist with calls for service.

### Essential Duties and Responsibilities:

- Jail transports
- Inmate transports to court
- Out of county transports
- TDCJ transports
- Transport Inmates to Doctor/Dentist Appointments
- Work closely and coordinate with Jail Captain.
- Assist as needed with courthouse security
- Assist with calls for service as needed

- Other duties assigned by Chief Deputy

Marginal Responsibilities:

- Maintain an organized and clean office space

Qualification Requirements:

- Annual firearms qualification
- TCOLE requirements on continuing education

Education and Experience:

- At least two years' experience as a certified peace officer

Certificate and Licenses:

- TCOLE certified peace officer

Physical Demands:

- Ability to arrest or control a combative person

Primary Tools/Equipment Used:

- Computer
- Emergency vehicle
- Handcuffs
- Firearms
- Two way radio