**General Description**

The purpose of this position is to serve as a Texas Peace Officer who serves criminal warrants and civil processes, provides security to the Courts and performs all aspects of law enforcement.

This position works independently, under limited supervision, reporting major activities through periodic meetings.

**Duties and Responsibilities**

**The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.**

* Serves civil papers and warrants by locating recipient either at residence or place of employment, tracing missing persons, sending papers to proper agency for serving, making arrests, collecting fines and transporting persons to jail when necessary.
* Provides security for the courthouse by preparing courtroom for trials and jury selection, securing evidence when necessary, responding to problems that occur, making necessary arrests and maintaining security during trials.
* Assists other agencies by responding to emergencies when fire or police personnel are in danger, responding to calls for help from other agencies and providing funeral escorts.
* Provides general law enforcement by responding to complaint calls, performing general patrol duties, enforcing traffic laws when necessary, testifying in court and working cases as assigned.
* Performs related work as required.

**Minimum Education and Experience Requirements:**

Requires High School graduation or GED equivalent supplemented by specialized courses/training.

**Physical Demands:**

* Performs light to medium work that involves walking or standing virtually all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or considerable skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving close tolerances or limits of accuracy.

**Unavoidable Hazards (Work Environment):**

* Involves routine and frequent exposure to:
* Bright/dim light; Dusts and pollen.
* Extreme heat and/or cold; Wet or humid conditions.
* Extreme noise levels, Animals/wildlife.
* Vibration; Fumes and/or noxious odors.
* Traffic; Moving machinery.
* Electrical shock; Heights.
* Radiation; Disease/pathogens.
* Toxic/caustic chemicals; Explosives; Violence.
* Other extreme hazards not listed above.

**Special Certifications and Licenses:**

* Must possess and maintain a valid state driver’s license with an acceptable driving history.
* Requires Intermediate Texas Peace Officer’s license.
* Requires Civil Process Proficiency Certification.

**Americans with Disabilities Act Compliance**

Bell County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.