

Job Description: SHERIFF

CLASS NO. 1801

EEOC CATEGORY: Officials and Administrators

PAY GROUP: Unclassified

FLSA: Exempt

SUMMARY OF POSITION

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

EXAMPLES OF WORK

Essential Duties*

In accordance with the budget authorized by the Commissioners Court, appoints deputies and other staff necessary to carry out statutory duties;

Conducts criminal investigations;

Arrests offenders;

Seizes property after judgments;

Serves warrants and a variety of judicial processes and notices, provides for their return, collects fees for such services, and is responsible for property held or seized under such actions;

Oversees patrols of unincorporated areas of the county;

Enforces traffic regulations on county and state roads;

Coordinates transportation of prisoners and mental health patients;

Reviews and approves operating procedures for the county jail;

Works closely, maintains communications with, and assists other law enforcement agencies, state agencies, the courts, and the general public;

Plans for the future services and budgetary needs of the department;

Manages the personnel, equipment, facilities, and finances assigned to the department;

Manages monies and other forfeited items seized in narcotics investigations;

Evaluates the services and employees of the department; and

*for the purpose of compliance with the Americans with Disabilities Act (ADA)

This job description does not take into account potential reasonable accommodations.

8/2012

Chambers County

CLASS NO. 1801 (Continued)

Perform other duties as specified by law.

QUALIFICATION REQUIREMENTS

A candidate for Sheriff must be a qualified voter, be a citizen of the United States, have lived in the State of Texas for a period of 12 months before the date of any primary, general, or special election, and have lived for six months before election in Chambers County.

TERM OF OFFICE

The Sheriff is elected to a four-year term.