

Job Description

Brewster County has an opening for an entry level clerk to perform duties assisting the Brewster County Sheriff and Magistrates as well as providing information to the County Judge's Office. This description is divided accordingly. In addition to these, other duties may be assigned.

1. Administrative support for Sheriff's office in jail
 - a. Prepare and send Booking and Release sheets to Freedom Bail Bonds.(Monday through Friday). Process and disseminate bond information as required.
 - b. Check JMS for all arrests, reclassification notices, and current roster of prisoners. Daily review of jail software system and address daily requirements.
 - c. Prepare weekly blotter and send to Sheriff
 - d. Obtain medical and dental care and testing as necessary for inmates. Maintain medical records and obtain medical care as needed. This includes obtaining proper approvals, scheduling, arranging transportation and similar activities. Additionally, you will Schedule evaluations or assessments with PermiaCare
 - e. Criminal histories will be reviewed and verified.
 - f. Assemble prisoner packets. Prepare index cards for each prisoner and file appropriately.
 - g. Identify indigent inmates and process accordingly.
 - h. Maintain and reconcile inmate related accounts.
 - i. Maintain, reconcile and pay jail related bills from regular facility maintained accounts.
2. Assist Magistrates
 - a. Number of magistrations varies 1-3 a day is about normal; sometimes more (have done 5 or 6 in one day)

- b. Prepare Public Safety Report for Magistrate
 - c. Prepare criminal history report for Magistrate
 - d. Prepare financial affidavit and request for counsel
 - e. Ensure data available for EPO, basic information – date of birth, driver’s license number, addresses. Enter data for EPO.
 - f. Send Reports to OCA
 - g. Send copies of bond conditions and EPOs to APD, BCSO, DPS
 - h. Enter bond conditions into TLETS
 - i. Enter EPOs into TLETS and Protective Order Registry
 - j. Notify victims of bond conditions and EPOs
3. CJIS tracking
- a. Individual would monitor reporting and CJIS compliance to ensure timely submission by early identification of problems
 - b. Provide information to County Judge’s Office

**Brewster County
Application for Employment**

Instructions: Complete all necessary information. You may be asked to provide additional information on another form. Please Print.

Name _____

Social Security# _____ Phone() _____

Address _____

City/State/Zip _____

Would you accept full-time work? Yes No Would you accept part-time work? Yes No

On what date would you be available for work? _____

Have you ever been employed by Brewster County before? Yes Dates _____ No

Do you have a legal right to be employed in the U.S.? Yes No (If yes, proof is required)

Are you of legal age to work? Yes No

Educational Background

High School:

Name and location _____

Date of Graduation _____ Did not graduate

If you did not graduate from High School, do you have a GED? Yes No

College:

Name and location _____

Course of Study _____ Did you graduate? Yes No

Degree or diploma _____ Date _____

Graduate School:

Name and location _____

Course of Study _____ Did you graduate? Yes No

Degree or diploma _____ Date _____

Vocational Training – other:

Name and location _____

Course of Study _____ Did you graduate? Yes No

Degree or diploma _____ Date _____

Continuing Education: _____

License & Certifications:

Do you have a Texas Drivers License? Yes What type of DL? _____ No

Do you hold any special licenses or certifications? (List) _____

Do you have experience or special skills in Accounting Finance, Human Resources, Risk Management/Insurance or Grant related matters?

If so, please describe your experience: _____

Describe your level of proficiency with computers/IT _____

Are you able to travel to attending training and continuing education related to your employment? (County pays expenses) _____

Previous Employers and Addresses

If you do not want us to contact your present employer, please write "Do Not Contact" by that Employer's information. List the most recent employer first, and list your employment for the last 10 years.

1. Company Name _____ Phone () _____

Contact Name _____

Address _____ Employed From _____ to _____

Position _____ Reason for leaving _____ Last Wage _____

2. Company Name _____ Phone () _____
 Contact Name _____
 Address _____ Employed From _____ to _____
 Position _____ Reason for leaving _____ Last Wage _____
3. Company Name _____ Phone () _____
 Contact Name _____
 Address _____ Employed From _____ to _____
 Position _____ Reason for leaving _____ Last Wage _____
4. Company Name _____ Phone () _____
 Contact Name _____
 Address _____ Employed From _____ to _____

You may attach additional pages if necessary. You may also submit a separate resume and any other information which you believe may be pertinent.

I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME IN THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED AND IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME.

BY SIGNING THIS APPLICATION, I AGREE THAT THE COUNTY MAY CHECK MY BACKGROUND AND CRIMINAL HISTORY.

WHERE CAN WE CONTACT YOU? _____
(PLEASE LEAVE PHONE NUMBERS) _____

APPLICANT'S SIGNATURE _____
DATE _____