

## EMPLOYMENT NOTICE

**JOB TITLE:** ENVIRONMENTAL DEPUTY  
**DEPARTMENT:** COUNTY SHERIFF  
**SALARY:** GROUP 111-112 (\$17.62 - \$24.09)

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### **GENERAL STATEMENT OF DUTIES**

**This is a grant funded position for the 2019 & 2020 Fiscal Years.** This position is responsible for the interpretation of and compliance with state laws and Burnet County Rules for Abatement of Public Nuisances, Environmental Crimes and illegally discarded materials. Duties include investigating complaints of environmental crimes, public nuisances, investigating such complaints with agreed procedures, working with other agencies where appropriate and taking action against the perpetrators. This position requires conducting technical inspections, surveys, and follow-up investigations; prepare reports which documents field activities and observed conditions. Conducts environmental monitoring; and prepares technical papers regarding studies involving environmental subjects. Provides technical assistance to the public and other interested groups regarding the application of appropriate regulations. Assists with collecting and analyzing environmental samples. Investigates felonies and misdemeanors related to the environment. Maintains surveillance of alleged criminal activity, interviews witnesses and suspects to obtain facts and evidence from the scene, collects and preserves samples and evidence from the scene; maintains related records. Gathers, analyzes and evaluates information collected; prepares written reports of all investigations. Conducts or attends law enforcement, hazardous materials and environmental seminars and workshops.

### **REQUIRED KNOWLEDGE, SKILL AND ABILITY**

Enforces the civil and criminal laws of the United States, Texas and Burnet County.  
Write detailed, concise reports, arrest affidavits, search warrants.  
Serve warrants and make arrests.  
Testify as a witness in criminal and civil proceedings.  
Be diligent in the performance of duties.  
Adhere to the Policies of the Burnet County and the Precinct 4 Constable's Office.  
Have the ability to meet and interact with the public and other agencies in a professional manner.

### **CERTIFICATE AND LICENSE REQUIREMENTS**

- High School Diploma or equivalent is required.
- Hold and Maintain Basic Peace Officer certification from the Texas Commission on Law Enforcement Education
- Must hold a valid Texas Driver License

### **EQUAL EMPLOYMENT OPPORTUNITY:**

Burnet County complies with all State and Federal laws re: non-discrimination against any person in job structuring, recruitment, examinations, elections, appointment, placement, training, upward mobility, discipline, or any other aspect of personnel administration based upon race, age, religion, color, disability, national origin, sex, political affiliation or belief, or any other non-merit factor. Personnel decisions shall be made on the basis of occupational qualifications and job-related factors such as skill, knowledge, education, and ability to perform specific jobs.

### **APPLICATIONS:**

Each applicant is required to submit an application for employment with pertinent information regarding training and experience. Application forms may be obtained at [www.burnetcountytexas.org](http://www.burnetcountytexas.org) or between the hours of 8:00 am and 5:00 pm from the Human Resources Office, 133 E. Jackson Street or the Burnet County Courthouse, 220 S. Pierce Street in Burnet, Texas. Completed applications will be accepted at the Human Resources Office until the position is filled.