

**Llano County  
Employment Opportunity  
Sheriff's Department  
Evidence Technician – Salary \$46,948**

The Llano County Sheriff's Department is accepting applications for a full-time Evidence Technician. This is a non-exempt position under the direction of the Chief Deputy. Duties to include but not limited to; manage and maintain the integrity of the evidence and keep records of all evidence collected by the Llano County Sheriff's Office.

Other requirements to include but not limited to; mail or transport evidence to the DPS Lab as needed, release non evidence or recovered items to the owners, and maintain communication with prosecutors in regards to evidence and other activities as requested. Candidate must have good communication skills both oral and written, knowledge of the Llano County Sheriff's Office Policy and Procedure, and ability to work flexible hours.

Job Location: Llano County Law Enforcement Center, 2001 N. Hwy 16, Llano, Texas 78643  
Job open: October 1, 2024 until filled

**Benefits include: Retirement, Health & Dental Insurance, Vacation, Sick, & Holiday Pay**

**Back ground check is required**

For a complete job description and application, please go to [www.co.llano.tx.us](http://www.co.llano.tx.us). Return completed application to the Llano County Human Resource department located at 100 W. Sandstone, Suite 100B, Llano, Texas 78643 or by email to: [lisa.otto@co.llano.tx.us](mailto:lisa.otto@co.llano.tx.us).

For questions, please call the Llano County Sheriff's Department @ 325-247-5767.

**Llano County is an Equal Opportunity Employer**

## Llano County Job Description

**Job Title: Evidence Technician**

**Base: L6**

**FLSA: Non-Exempt**

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**Department: Sheriff**

**EEO: 04 Protective Services**

**Reports To: Chief Deputy**

### **Summary:**

This is a full-time position that will manage and maintain the integrity of the evidence and keep records of all evidence collected by the Llano County Sheriff's Office.

### **Essential Duties and Responsibilities:**

- Manage, catalog and secure all evidence that is collected by the Deputies of the Llano County Sheriff's Department
- Maintain the property room
- Mail or transport evidence to the DPS Lab as needed
- Enter all evidence into the Llano County Sheriff's Office reporting system

### **Other Responsibilities (Marginal Functions):**

- Release non evidence or recovered items to the owners
- Draft and present destruction orders
- Maintain communication with prosecutors in regards to evidence and other activities as requested
- Testify in court
- Other duties assigned

### **Knowledge, Skills, and Abilities:**

- Good communication skills both oral and written
- Good organizational and time management skills
- Knowledge of the Llano County Sheriff's Office Policy and Procedure
- Ability to work flexible hours

### **Education, Certificate, and Training:**

- High School Diploma or GED
- Property and Evidence Management Certificate

***This job description does not constitute an employment agreement between Llano County and employee, does not necessarily include duties which may be required for this position and may be revised as needed.***

***Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.***

### **Employee Acknowledgement**

This confirms that I, \_\_\_\_\_, have received a copy of my job description with Llano County for the position of \_\_\_\_\_ and that I recognize the job duties may be changed, amended, or supplemented at any time, and that such changes will supersede this job description.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date