

**Llano County  
Employment Opportunity  
Sheriff's Department  
Transport Officer – Salary \$56,937**

The Llano County Sheriff's Department is accepting applications for a full-time Transport Officer. This is a non-exempt position, under the direction of the Chief Deputy, to transport inmates to and from designated locations. Responsibilities include but are not limited to; performing routine inspections and basic maintenance on the transport vehicle, document all inmate transports, and ensure compliance with all relevant laws, regulations, and departmental policies.

Other requirements to include but not limited to; responding to emergency situations or security threats during transport. Candidate must have ability to maintain composure in high-stress situations and must maintain effective communication with supervisors, fellow officers, and law enforcement agencies.

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, SB Incentive 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: Transport Officer**

**Base: L11**

**FLSA: Non-Exempt**

**Department: Sheriff**

**EEO: 04 Protective Service**

**Reports To: Chief Deputy**

### **Summary:**

Transportation of inmates.

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

- **Inmate Transport:** Safely and securely transport inmates to and from designated locations, including detention facilities, courts, medical facilities, and other authorized destinations.
- **Security and Safety:** Maintain the highest standards of safety and security during transportation, including proper restraint procedures and monitoring of inmate behavior.
- **Vehicle Maintenance:** Perform routine inspections and basic maintenance on the transport vehicle to ensure it remains in safe and operational condition.
- **Documentation:** Accurately document all inmate transports, including destinations, times, and any incidents that occur during transit.
- **Emergency Response:** Be prepared to respond to emergency situations or security threats during transport, follow established protocols and procedures.
- **Compliance:** Ensure compliance with all relevant laws, regulations, and departmental policies, including the humane treatment of inmates.

### **Marginal Responsibilities:**

- Maintain effective communication with supervisors, fellow officers, and other law enforcement agencies to coordinate transportation schedules and ensure the smooth transport of inmates.

### **Qualification Requirements:**

- High School Diploma or equivalent
- Valid Texas Drivers' License and clean driving record
- Must pass background check and drug screening
- Previous experience in law enforcement, corrections, or related field is a plus
- Ability to maintain composure in high-stress situations
- Knowledge of relevant laws and regulations regarding inmate transportation
- Must be a licensed peace officer

**Physical Requirements:**

- The ability to lift and move heavy objects, including inmates when necessary
- The ability to drive several hours a day
- Excellent vision and hearing

**Primary Tools and Equipment use:**

- Transport Vehicle
- Computer
- Mobile Phone
- Two-way Radio
- Handcuffs and Restraints

***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