

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

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

Job Location: Llano County Law Enforcement Center, 752 Andy Taylor Dr., Suite A, Llano, Texas 78643

Job open: until filled

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

Background check is required

For a complete job description and application, please go to 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: nlevlon@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