



KARNES COUNTY

School Resource Officer - Sheriff's Office

SALARY \$27.88 Hourly/\$58,000 per year

LOCATION Karnes County, TX

JOB TYPE Regular Full-time

DEPARTMENT Sheriff's Office

OPENING DATE 09/22/2025

Mission Statement

The mission of the Karnes County Sheriff's Office is to protect the lives and property of the residents and visitors of Karnes County through professional policing, community partnerships, and the efficient management of personnel and resources.

Essential Duties and Responsibilities

1. Protection of the lives and property of the students, personnel, and visitors at the Kenedy Independent School District.
2. Protection of the lives and property of the students, personnel, and visitors. The SROs will be based on their home campuses.
3. Enforcement of applicable federal, state and local laws.
4. Investigations of criminal activity and accidents occurring at the KISD campuses.
5. Patrolling areas within or in the vicinity of the geographical boundaries of the KISD to protect all students, personnel, and visitors.
6. Being a visible presence during the school day in order to assist the KISD administration with general public safety services during school hours.
7. Maintaining the peace and/or address any breaches of the peace as needed.
8. Engaging in all law enforcement activities arising from the enforcement of criminal laws or school policies and rules, including, but not limited to, issuing traffic citations, transporting arrested persons, completing follow-up activities, filing of affidavits and complaints, and participating in legal proceedings resulting from the law enforcement services provided in accordance with this Agreement.
9. Responding to Law Enforcement calls for service during the course of the regular school day on campuses.
10. Helping to mediate disputes on campus, when requested, including working with students to help solve disputes in a non-violent manner.
11. Assisting with the prevention of property loss due to theft or vandalism.
12. Providing traffic control as needed.
13. Assisting the KISD with its Emergency Operation Plan.
14. Assisting with school safety projects, participating in emergency drills, emergency response, and after-action reviews within schools when requested by a school.
15. Providing training for staff as agreed upon by the School Superintendent and the Sheriff.
16. Serving as a resource for law enforcement education at the request of school staff, such as speaking to classes on the law, search and seizure, drugs, or motor vehicle laws.
17. Maintaining the confidentiality of student records as required by FERPA.
18. Provide assistance to other law enforcement officers with outside investigations concerning students attending the KISD schools or in matters regarding their school assignment.
19. Take appropriate law enforcement action against intruders and unwanted guests, at the assigned Campus Principal or designee's request, which may appear at the school and related school functions, to the extent that the SROs may do so under the authority of the law.
20. Make themselves available for conference with students, parents and faculty members in order to assist them with problems of law enforcement or crime prevention nature.
21. Become familiar with all community agencies offering assistance to youths and their families, such as mental health clinics, drug treatment centers, etc.
22. Maintain detailed and accurate records of the operation of the SRO Program.
23. Preparing reports and documentation related to events occurring within the geographic boundaries of the KISD.
24. Comply with the KISD policies and procedures while acting as the SRO on KISD property and at KISD events.
25. During the days when the school is not in session, SRO's may be assigned to different divisions working various shifts including but not limited to Patrol, Bailiff Duties, CID, Etc.

SKILLS - For this position the following skills and abilities must be demonstrated by a level of proficiency or achieved within a normal and customary time period:

1. Must have good interpersonal and public relations skills.
2. Experience or training in public speaking desirable.
3. Must be able to understand, interpret and properly apply court orders, relevant State statutes including the Code of Criminal Procedure, Penal Code, Transportation Code, and all other statutes, ordinances, policies and procedures required to perform essential job duties of the position assigned.
4. Must be able to prepare official documents required to perform assigned functions including but not limited to interoffice memos and letters to other agencies, affidavits, investigative reports, and case filing documents.
5. Must be proficient in the use of defensive tactics requiring physical force including the use of intermediate impact weapons and firearms.

KNOWLEDGE – For this position the following knowledge is required to perform essential job functions relevant to assigned positions:

1. Must have a working knowledge of the Code of Criminal Procedure, Penal Code, Transportation Code and other State statutes, and County ordinances.
2. Must have a working knowledge of applicable County policies including but not limited to the Karnes County Employee Handbook, and KCSO policies.
3. Must have a working knowledge of department organization and functions.
4. Must have a working knowledge needed to use basic Microsoft Office Word functions (word processing).

ABILITIES – For this position the following demonstrated abilities are required to effectively perform essential job functions:

1. Ability to control emotions and focus on professional duties and obligations in all circumstances regardless of provocations or stresses encountered.
2. Ability to communicate necessary information to others in a calm, clear, dispassionate and purposeful speaking voice in all circumstances.
3. Ability to create accurate, clear, concise, comprehensive, relevant and grammatically correct documents.
4. Ability to work with employees and citizens from diverse population groups to meet Department mission and serve public interest.
5. Ability to focus personal efforts and participate in team efforts toward continuous performance improvement.
6. Ability to actively seek opportunities to increase and improve knowledge, skills, and abilities needed to improve personal performance.
7. Ability to actively listen by aggressively practicing good listening techniques.
8. Ability to use interpersonal skills to foster positive working relationships with team members (peers, supervisors, and other providers) required to provide superior services in the public interest.
9. Ability to take appropriate action to accomplish assigned duties and accept accountability for outcomes.
10. Ability to use appropriate physical force including deadly force when imminently necessary to prevent death or serious bodily injury to others or self.

Minimum Requirements

High school diploma or GED. Must be a U.S. Citizen. Must have completed a Texas Basic Peace Officer course and be licensable by TCOLE. Must possess a valid Texas Driver's License. Must be willing to work nights, evenings, overtime, weekends, holidays, and rotating shifts.

Physical Demands and Work Environment & Other Requirements

While performing the duties of this position, the incumbent is regularly required to stoop, sit, walk, run on occasion, strenuously climb stairs or ladders and lift up to 100 lbs. May have to sit at the computer for prolonged periods of time typing, using the computer, writing or using the telephone. Exposure to communicable diseases.

Karnes County Sheriff's Office will conduct background checks on new hires which include a criminal background check related to convictions and deferred adjudications in the past ten years and may include credit reports, motor vehicle records, employment records and educational attainment.

Benefits

Karnes County currently provides 100% medical plan cost coverage by Blue Cross Blue Shield for Full-time employees. Dependents and spouse may be added to plan for additional cost to the employee. The employee also receives \$50,000 of life insurance at no cost. County employees receive retirement benefits through Texas County & District Retirement System and will be vested after 8 years of service. Eligible employees will receive Holiday, PTO, and Vacation. Karnes County benefits are available upon introductory period completion.

The Karnes County Sheriff's Office provides duty-weapons with a \$1,200 Uniform Allowance, and Take-Home Unit Program for those who qualify.

Please complete the Karnes County Employment Application located at <https://www.co.karnes.tx.us/page/karnes.Jobs.Openings>.

Completed applications can be emailed to the Chief Deputy at scott.kotara@co.karnes.tx.us.

Agency

Karnes County Sheriff's Office

Address

500 E Wall St Karnes City, Texas 78118

Phone

(830) 780-3934

Website

<https://www.co.karnes.tx.us/page/karnes.home>