

COUNTY OF POTTER
EMPLOYMENT OPPORTUNITIES
AN EQUAL OPPORTUNITY EMPLOYER

The County of Potter needs a qualified individual to fill the following position. If you are interested in a position and feel that you are qualified or if you know someone who might be qualified for this position, contact the Personnel Office, Santa Fe Bldg, 7th Floor, Ste 705. The decision to interview an applicant is made at the sole discretion of the department head or elected official in whose department the opening exists. The following requirements and qualifications are necessary to apply for the position:

JOB TITLE ROAD & BRIDGE MAINTENANCE TECHNICIAN I

GENERAL DESCRIPTION: Under the supervision of the Roadway Foreman, performs maintenance work in a specialized or routine maintenance crew. May perform some duties independently or occasionally a very small crew. Work requires contact with public.

JOB DUTIES: Spends a majority of the time performing the following duties:
Haul materials to and from job sites.
Perform road repairs (potholes, shoulders & edges, guard rails, signs, etc.)
Perform plant and landscape maintenance.
Perform traffic control (placing & gathering cones, flagging traffic, etc.)
Assist in repairing and erecting signs.
Mow (ROW, VFD yards, any county owned property, etc.)

EQUIPMENT: Operate light equipment (front end loader (1 ¼ cubic yard or less), pneumatic roller, rotary broom, spreader box, backhoe, street sweeper, mower, dump truck, etc.)
As required, operates some heavy equipment (motor grader, heavy asphalt paving machine, herbicide truck, profiling and milling machines, self propelled asphalt distributor, tractor trailer haul truck, front end loader (1 1/2 cubic yards or more).

DUTIES AS REQUIRED: As required, inspect routine maintenance contract work. **Dependability is a must.**
Perform minor maintenance and equipment repair (fueling, oil change, tire service etc.)
Must be on-call to assist during emergency situations such as fires, flood, snowstorms & accidents.
Must sand bridges and roads, put up warning signs, assist public, etc.
May begin to troubleshoot roadway problems (driving roads to find delineators that need cleaning or replacement, etc.)
May occasionally do litter pickup.

REQUIREMENT: Valid Class C Texas Drivers License
Class A CDL REQUIRED AT HIRE; (Must obtain Haz-Mat within 60 days of hire).
May be subject to in truck driver test.
Some experience in roadway maintenance work or related field
Mandatory drug testing

KNOWLEDGE, SKILLS, AND ABILITIES: Working knowledge of methods, procedures and materials used in roadway maintenance. Skilled in use of roadway maintenance tools and equipment.
Ability to follow verbal and written instructions and work effectively with other employees. Ability to lift up to 100 lbs and work under variable weather conditions.

STARTING SALARY: Depending on experience; FLSA-Nonexempt

PHYSICAL ACTIVITIES REQUIRED: Including but not limited to: Bending, Carrying, Crouching, Kneeling, Lifting, Digging, Drilling, Handling, Hearing, Repairing, Installing, Sitting, Walking, Squatting, Turning, Unloading, Stooping, Climbing, Crawling, Standing, Driving, Cleaning, Cutting
(The above statements are not a complete list of all responsibilities, duties and skills held or performed by employees in this job. Employees may perform other related duties as assigned.)

APPLICATIONS WILL BE ACCEPTED UNTIL FILLED.

“POTTER COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY

COUNTY OF POTTER
EMPLOYMENT OPPORTUNITIES
CENTRAL PERSONNEL

AN EQUAL OPPORTUNITY EMPLOYER

The County of Potter needs qualified individuals to fill the following position. If you are interested in a position and feel that you are qualified or if you know someone who might be qualified for this position, submit application, resume and references to Human Resources Department, Room 705 of the Santa Fe Building, 900 S. Polk. Applicants meeting the following requirements and qualifications will be considered for interviews.

JOB TITLE: **47TH DISTRICT ATTORNEY INVESTIGATOR**

JOB REQUIREMENTS: TCOLE Certification. Experience and certification in TCIC/NCIC access.
Prior experience in law enforcement.
Able to learn and utilize computerized case management system
Excellent written and verbal communication skills
Professional demeanor and appearance at all times
Pleasant attitude in dealing with co-workers, victims, witnesses, and public
Ability to organize, multitask, prioritize and work under pressure
Motivated and reliable.
High School diploma or equivalent is required. Two years of College preferred.

DUTIES: Work with several attorneys and other staff handling felony criminal cases and related matters specific responsibilities will be assisting attorneys in preparation of/and during trial; locating victims, witnesses and parents in a wide variety of cases; serving subpoenas.
Perform other duties as required.

PHYSICAL ACTIVITIES: Including but not limited to: Standing, sitting, reaching, lifting, listening, writing, stooping, reading, bending, carrying, filing, typing, and driving
May be required to use force up to and including deadly force.

MENTAL ACTIVITIES: Detecting, evaluating, researching, communicating, inspecting, estimating, coordinating, reading, calculating, planning.

STARTING SALARY: \$45,000 annually, DOE.

APPLICATIONS WILL BE ACCEPTED UNTIL FRIDAY JANUARY 19, 2018 @ 4:00 PM.

“POTTER COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OF THE PROVISIONS OF SERVICES.”

POTTER COUNTY SHERIFF'S OFFICE

EMPLOYMENT OPPORTUNITIES

AN EQUAL OPPORTUNITY EMPLOYER

The Potter County Sheriff's Office needs a qualified individual to fill the following position. If you are interested in this position and feel that you are qualified and feel you are qualified, **you can find an application at www.pottercountysheriff.org or pick one up at the Sheriff's Office, 608 S, Pierce, Amarillo, TX 79101.** Applicants will be interviewed only if they meet the necessary requirements and qualifications for the following:

JOB TITLE: MEDICAL OFFICER – Potter County Sheriff's Office

DEPARTMENT: SHERIFF
DIVISION: DETENTION
POSITION: MEDICAL OFFICER
SUPERVISOR: MEDICAL SUPERVISOR

JOB DESCRIPTION:

The medical officer provides immediate and long term healthcare needs for inmates in the custody of the Sheriff. Must possess a working knowledge of the specialty areas of medical protocol such as public health, infectious disease, emergency medicine, OB/GYN and mental health. Provide care for difficult patients and issues of intensive medical care.

EXAMPLES OF TASKS PERFORMED:

1. Provides both emergency and non-emergency medical care to inmates.
2. Administers prescribed medications.
3. Observes and assesses health needs of inmates.
4. Participates in planning and implementation of all health care for inmates.
5. Medically clear inmates in booking area.
6. Responds quickly to calls for assistance to all areas of the Detention Center as directed by central control or as needed.
7. Charts in medical files.
8. Recording and TB testing of inmates.
9. Provide blood draws as ordered by contract physician or court order.
10. Maintains records of drugs and medications
11. Assist in medical care plans of inmates.
12. Performs related work as assigned.

REQUIREMENTS:

Must be a State of Texas Licensed Registered Nurse, Licensed Vocational Nurse, or Licensed EMT-P. Must be able to pass state jail standards training and test for licensing as a corrections officer.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

- Knowledge of office rules, regulations, policies and procedures
- General emergency provider knowledge
- Ability to function safely and effectively within a correctional environment
- Ability to work in high stress situations
- Knowledge of security procedures and techniques
- Knowledge of psychiatric/mental health problems
- Communicate effectively both verbally and in writing
- Use of medical instruments and laboratory equipment
- Conduct physical health assessments
- Establish and maintain effective working relationships with employees

SALARY: \$55,821.12 (FLSA-nonexempt)

APPLICATIONS WILL BE ACCEPTED UNTIL FILLED

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