

Employment Steps, Documents Needed & Other Important Info

1. Submit completed HCSO application, the full Personal History Statement (33 pages), in person. Notary available on site.
 2. Criminal history will be checked. No Felony convictions allowed. Class B misdemeanors are a 10 year waiting period.
 3. Panel Interview – at least three people within the Sheriff’s Office will conduct the job interview.
 4. If the panel recommends applicant move forward, the background investigation will begin. All references and former employers will be contacted and social media accounts will be viewed.
 5. Conditional Job Offer contingent on successful completion of the next three steps.
 6. Medical exam and drug screen
 7. Psychological exam
 8. Fingerprints and photograph for federal criminal history check and database entry as a government employee
 9. Meet with County Treasurer, who serves as the Human Resource Director, for benefits enrollment.
-
- ✓ 18 years of age or older except Peace Officers which must be 21 years old by date of hire
 - Must bring original/certified copy of birth certificate or Naturalized Citizen documents. Once viewed, will be returned to you.
 - ✓ Must be a United States or Naturalized citizen
 - Must bring original high school diploma/GED documents – once viewed, will be returned to you
 - ✓ Must have a high school diploma or GED
 - Copies will be retained with your file
 - ✓ Must bring proof of valid vehicle insurance
 - ✓ Must have a valid Texas Driver’s License