



ELLIS COUNTY
APPLICATION FOR EMPLOYMENT
EQUAL OPPORTUNITY EMPLOYER

ELLIS COUNTY

APR 15 2025

HUMAN RESOURCES



PLEASE READ CAREFULLY. TO BE CONSIDERED FOR EMPLOYMENT ALL QUESTIONS MUST BE ANSWERED.

PERSONAL

LAST NAME Gentry FIRST Byron MIDDLE P BIRTH DATE 4-15-25

ARE YOU 21 YEARS OF AGE OR OLDER?

☒ YES

IF NOT, ARE YOU AT LEAST 18 YEARS OF AGE?

☐

IF EMPLOYED, CAN YOU SUBMIT VERIFICATION OF YOUR LEGAL RIGHT TO WORK IN THE UNITED STATES?

☒ YES

HAVE YOU EVER BEEN CONVICTED OF ANY OFFENSE GREATER THAN A TRAFFIC VIOLATION?

☒ NO

IF YES LIST BELOW:

DATE OFFENSE DISPOSITION

DATE OFFENSE DISPOSITION

HAVE YOU SERVED IN THE U.S. ARMED FORCES?

☒ YES

HAVE YOU BEEN PREVIOUSLY EMPLOYED BY ELLIS COUNTY?

☐

IF YES LIST BELOW

DATES: 2-11-15 Now PCT3 Admin Asst
FROM TO LOCATION POSITION

ARE YOU RELATED TO ANYONE EMPLOYED BY ELLIS COUNTY?

No

IF YES, STATE NAME AND LOCATION:

HOW DID YOU LEARN OF THIS JOB OPENING?

JOB INTEREST - POSITION(S) DESIRED

County Judge

FIRST CHOICE

SECOND CHOICE

DATE AVAILABLE

SALARY DESIRED

WORK HOURS/SHIFT
PREFERRED

FULL TIME
YES ☐ NO ☐

PART TIME
YES ☐ NO ☐

DAYS
YES ☐ NO ☐

EVENINGS
YES ☐ NO ☐

NIGHTS
YES ☐ NO ☐

WEEKENDS
YES ☐ NO ☐

EDUCATIONAL RECORD

PROFESSIONAL LICENSES/CERTIFICATIONS

TYPE	STATE ISSUED	DATE ISSUED	EXPIRES ON	NUMBER

SKILLS

Please indicate the experience you have by checking the box next to the job skill described below.

Office Skills				Road and Bridge Worker Positions Only				
Typing	<input type="checkbox"/>	_____ wpm	MS Word	<input type="checkbox"/>	Front End Loader	<input type="checkbox"/>	Dozer	<input type="checkbox"/>
Shorthand	<input type="checkbox"/>	_____ wpm	MS Access	<input type="checkbox"/>	Grade-All	<input type="checkbox"/>	Dump Truck	<input type="checkbox"/>
10-Key	<input type="checkbox"/>		MS Excel	<input type="checkbox"/>	Diesel Mechanics	<input type="checkbox"/>	Backhoe	<input type="checkbox"/>
Word Perfect	<input type="checkbox"/>		Power Point	<input type="checkbox"/>	Motor Grader	<input type="checkbox"/>	CDL	<input type="checkbox"/>
Multi-Line Phone	<input type="checkbox"/>		Cash Handling Exp	<input type="checkbox"/>	Other (please list): _____			
Other (please list): _____								
Language Skills: Which Language: _____				Speak <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/>				

WORK EXPERIENCE

WHAT OTHER NAME(S) HAVE YOU WORKED UNDER? None

MAY WE CONTACT YOUR PRESENT EMPLOYER? ☐

LIST YOUR LAST OR PRESENT EMPLOYER FIRST (INCLUDING VOLUNTEER EXPERIENCE) FOR THE PAST 10 YEARS

EMPLOYER Self DATES EMPLOYED: FROM (mo/yr) 2012 TO (mo/yr) 2015

STREET ADDRESS _____ CITY _____ STATE _____ PHONE _____

POSITION TITLE _____ STARTING SALARY _____ FINAL SALARY _____

SUPERVISOR'S NAME AND TITLE _____ PERSON(S) WE MAY CONTACT FOR REFERENCE _____

BRIEFLY DESCRIBE YOUR DUTIES _____

REASON FOR LEAVING _____

EMPLOYER St Moritz DATES EMPLOYED: FROM (mo/yr) 2006 TO (mo/yr) 2012

STREET ADDRESS _____ CITY Pittsburg STATE PA PHONE _____

POSITION TITLE Regional Director STARTING SALARY 70k FINAL SALARY 83k

SUPERVISOR'S NAME AND TITLE Paul Harris PERSON(S) WE MAY CONTACT FOR REFERENCE _____

BRIEFLY DESCRIBE YOUR DUTIES Directed Security Officers in 5 states

REASON FOR LEAVING Resigned

EMPLOYER Security Group of Texas DATES EMPLOYED: FROM (mo/yr) 2001 TO (mo/yr) 2006

STREET ADDRESS _____ CITY _____ STATE _____ PHONE _____

POSITION TITLE Vice President CITY 60K STATE _____ PHONE 70K
STARTING SALARY _____ FINAL SALARY _____

SUPERVISOR'S NAME AND TITLE Rick Drvinney Owner PERSON(S) WE MAY CONTACT FOR REFERENCE _____

BRIEFLY DESCRIBE YOUR DUTIES _____

REASON FOR LEAVING _____

EMPLOYER Gravland Police Dept DATES EMPLOYED: FROM (mo/yr) 1978 TO (mo/yr) 2001

STREET ADDRESS _____ CITY _____ STATE _____ PHONE _____

POSITION TITLE Lieutenant CITY 900 mo STATE _____ PHONE 66K
STARTING SALARY _____ FINAL SALARY _____

SUPERVISOR'S NAME AND TITLE _____ PERSON(S) WE MAY CONTACT FOR REFERENCE _____

BRIEFLY DESCRIBE YOUR DUTIES Patrol Officer, Training Officer, Detective, Patrol Supervisor

REASON FOR LEAVING Retires Bomb Tech Suic Supervisor Gang Unit
Commander

EMPLOYER USMC DATES EMPLOYED: FROM (mo/yr): _____ TO (mo/yr): _____

STREET ADDRESS _____ CITY _____ STATE _____ PHONE _____

POSITION TITLE _____ STARTING SALARY _____ FINAL SALARY _____

SUPERVISOR'S NAME AND TITLE _____ PERSON(S) WE MAY CONTACT FOR REFERENCE _____

BRIEFLY DESCRIBE YOUR DUTIES Marine Security Guard Machin Gun Sentra Guard Platoon Sgt
EAS Platoon Commander

REASON FOR LEAVING _____

EMPLOYER _____ DATES EMPLOYED: FROM (mo/yr): _____ TO (mo/yr): _____

STREET ADDRESS _____ CITY _____ STATE _____ PHONE _____

POSITION TITLE _____ STARTING SALARY _____ FINAL SALARY _____

SUPERVISOR'S NAME AND TITLE _____ PERSON(S) WE MAY CONTACT FOR REFERENCE _____

BRIEFLY DESCRIBE YOUR DUTIES _____

REASON FOR LEAVING _____

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING THIS APPLICATION FORM:

Ellis County does not discriminate in hiring or any other decision on the basis of race, color, sex, citizenship, national origin, ancestry, or on the basis of age or physical or mental disability unrelated to ability to perform the work required. No question on this application is intended to secure information to be used for such discrimination.

I voluntarily give Ellis County the right to make a thorough, post-offer investigation of my past employment and activities. I agree to cooperate in such investigation and release from all liability of responsibility all persons, companies or corporations supplying such information. I consent to take an employment physical examination, and passing same is a condition of employment, and such further physical examinations as may be required by Ellis County at such times and places as Ellis County shall designate.

I understand that my employment is at will, and that either party is free to terminate the employment relationship at any time without a reason. I also understand that my employment may be terminated for any misstatement or omission of fact appearing on this application form.

If employed, I will be required to complete the Employment Eligibility Verification form (I-9), and show satisfactory evidence of Identity and Employment Authorization as outlined by the Department of Homeland Security. A list of acceptable documents is included with this application. I UNDERSTAND THAT ELLIS COUNTY PARTICIPATES IN E-VERIFY TO VERIFY MY ELIGIBILITY TO WORK IN THE U.S.


Applicant's Signature

4-15-25
Date

RETURN COMPLETED APPLICATIONS TO:

Ellis County
Human Resources
101 W. Main Street, Suite B-103
Waxahachie, TX 75165
humanresources@co.ellis.tx.us

BYRON GENTRY

Waxahachie, TX ♦ [REDACTED]

April 17, 2025

Ellis County

RE: Ellis County Judge

Commissioners,

I am writing to express my interest in the position of Ellis County Judge, as advertised by Ellis County. With a decade of experience as an Administrative Assistant, I have honed my skills in collaboration, leadership, and communication—essential qualities for a role that demands strong ethical judgment and community engagement.

Throughout my career, I have worked diligently to support teams and leaders in various leadership, management and administrative capacities, ensuring smooth operations and effective service delivery. My dedication to serving others aligns well with Ellis County's mission to foster a quality of life for its residents. I believe that my understanding of institutional processes and my commitment to public service would allow me to contribute positively to county government.

In addition, I bring a compassionate, service-oriented mindset that I believe is vital in commissioners court. As I collaborate with county officials and community leaders, I aim to promote quality service for all citizens.

I am eager to leverage my experience in a role that not only requires strong leadership skills but also a deep commitment to integrity and fairness. Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to the meaningful work at Ellis County.

Sincerely,

Byron Gentry

BYRON GENTRY

Waxahachie, TX 75165

PROFESSIONAL SUMMARY

Dynamic Administrative Assistant with proven expertise at Road and Bridge Precinct 3, excelling in customer service and office management. Recognized for effectively managing HR issues and maintaining confidentiality while enhancing team collaboration. Strong problem solver fostering positive professional relationships.

SKILLS

- Customer service • Strong Leadership and Team Building
- Office administration • Administrative support
- Customer relations • Critical thinking
- Strong problem solver • Office management
- Professional communication • Dedicated team player

WORK HISTORY

02/2015 to Current **Administrative Assistant**

Road and Bridge Precinct 3 – Ellis County

- Answer multi-line phone system, screening calls, delivering messages to staff and dealing with precinct issues.
- Maintain confidentiality of sensitive information by adhering to strict privacy policies and implementing secure filing systems.
- Deliver excellent customer service through prompt responses to client inquiries, addressing concerns effectively, and building strong relationships.
- Ensure accurate record-keeping with diligent data entry and database management for vital information.
- Manage purchasing issues with up to \$50,000 without prior approval. Manage issues over \$50,000 with prior approval.
- Manage HR issues for over 20 employees.
- Consult with the Commissioner on all of the above

05/2012 to 02/2018

Private Investigator

Self – Waxahachie, TX

05/2006 to 03/2012

Regional Director

St. Moritz Security Services – Pittsburgh, PA

Managed Armed and Unarmed Security Officers from Offices in Houston and Dallas.

Managed two National Accounts nationwide with over 350 locations.

10/2001 to 05/2006

Vice President/ General Manager

Security Group of Texas – Dallas

Managed all operations and finances for a local private security/private investigation company with 150 employees

05/1978 to 11/2001

Police Lieutenant

Garland Police Department – Garland, TX

Patrol Officer, Training Officer, SWAT officer, Explosive Ordinance Technician, Detective.

Patrol Supervisor, SWAT supervisor.

Gang Unit Commander

11/1972 to 09/1976

U. S. Marine

USMC

Marine Embassy Guard

Infantry Squad Leader, Machine Gun Section Leader, Weapons Platoon Sergeant, and Weapons Platoon Commander

EDUCATION

