



# Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

*An Equal Opportunity Employer*

<b>Title:</b> <b>Court Bailiff</b>	<b>Opening Date:</b> <b>January 10, 2023</b>	<b>Application Deadline:</b> <b>Open Until Filled</b>	<b>Job Posting Number:</b> <b>220373</b>
<b>Department:</b> <b>Sherriff's Office</b>	<b>Annual Salary:</b> <b>\$39,000</b>	<b>Location:</b> <b>Bastrop, Texas</b>	<b>Travel:</b> <b>N/A</b>

## **INTERNAL/EXTERNAL JOB POSTING**

**Brief Job Description:** This is a uniformed position. This position performs court bailiff duties and maintains security inside and outside the district courts, County Courts at Law, and grand jury sessions. It is an exempt salaried position on an “as needed” schedule. Under the direct supervision of the Sheriff’s Office\_Civil Process Sergeant, this position performs a wide variety of security activities. Duties have the potential for personal danger, i.e. exposure to volatile situations and individuals. Must be able to act without close supervision while exercising independent judgment. Performs duties in accordance with state and local statues, as well as established departmental policies, procedures, and guidelines.

**General Knowledge, Skills, and Abilities:** Must possess knowledge of court room policies and rules for procedure in conduct of criminal, civil and other proceedings; must have knowledge of the county court systems, court dockets, and basic legal forms and documents; ability to communicate clearly and concisely with judges, jurors and other individuals during court proceedings and ability to perform routine manual and clerical tasks in handling and processing court files, dockets and other related documents. Physical demands include walking, standing, sitting, squatting, bending, kneeling and/or lifting up to 25 lbs.

**Minimum Qualifications:** This position requires High School diploma or equivalent. Law enforcement background may be helpful but not required. One year experience in security or related field Must have a currently valid State of Texas Driver’s License; a TCOLE License as a Jailer or Peace Officer; or a Texas License to Carry a firearm. If not licensed as a peace officer or Jailer, applicant must be able and willing to attend an “on-the-job” Basic Jailer Certification Academy at a time decided by the Sheriff’s Office.

Must qualify to be bonded.

Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities. Minorities, Veterans, and Disabled applicants are encouraged to apply.

A Bastrop County Job Application is required, and can be downloaded at:

<https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=a7d71333-73b6-4ae5-b3d7-a59c651de914> . A resume will be considered, but will not be accepted in lieu of application. Applicants may mail or drop off an application at: Bastrop County, Attn: HR, 804 Pecan Street, Bastrop, Texas 78602, OR email applications to [apply@co.bastrop.tx.us](mailto:apply@co.bastrop.tx.us). Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. This position may require shift work outside the normal business hours and weekends. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

**IMPORTANT NOTE TO ALL APPLICANTS:** Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. Visit our website at: <http://www.co.bastrop.tx.us/page/co.jobs>



## BASTROP COUNTY, TEXAS Job Description

*Job Title: Court Bailiff*

**Department:** Bastrop County Sheriff's Office

**FSLA Status:** Exempt

**Reports To:** A Law Enforcement Sergeant

**SUMMARY:** This is a uniformed position. This position performs court bailiff duties and maintains security inside and outside the district courts, County Courts at Law, and grand jury sessions. It is an exempt salaried position on an "as needed" schedule. Under the direct supervision of the Sheriff's Office\_Civil Process Sergeant, this position performs a wide variety of security activities. Duties have the potential for personal danger, i.e. exposure to volatile situations and individuals. Must be able to act without close supervision while exercising independent judgment. Performs duties in accordance with state and local statutes, as well as established departmental policies, procedures, and guidelines.

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives supervision from the Civil Process Sergeant, with further direction and guidance from the Special Operations Captain as well as the Presiding Judge.

Coordinates court documents with members of the District Clerk's office.

Exercises no supervision except over jurors.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

1. Performs a variety of duties to maintain order and security in the courtroom during trials, hearings and docket days, as well as court offices.
2. Ensures the safety of the judge, court personnel, and court spectators.
3. Escorts jurors and guards them from outside contact.
4. Calls witnesses to appear.
5. Performs daily checks of courtrooms for security and cleanliness.
6. Enforces courtroom rules of behavior.
7. Warns and removes persons disturbing court procedures.
8. Prevents courtroom entry during jury selection.
9. Announces Judge's entry.
10. Prepares Bailiff's Certificate of Failure to Appear documents.
11. Assists with custody of defendants.
12. Provides exceptional customer service to county employees and the public.

13. Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, and the general public.
14. Maintains confidentiality and security of all district courts, juries and grand jury information.
15. Performs related work or duties as assigned by supervisor.

**OTHER FUNCTIONS:** Performs other job related duties as directed by supervisor(s). **Regular attendance is considered an Essential Function of this job.** **NOTE:** The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor are all duties listed necessarily performed by any one employee so classified.

**MINIMUM QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

Court regulations, policies, and procedures;  
Texas statutes related to criminal procedure and civil procedure;  
Court security principles, methods, equipment, and practices;  
General public administration principles and practices;  
Personal Computer skills and software, including Microsoft Office;  
Professional Customer Service skills;  
Proper English usage, spelling, grammar and punctuation;  
Standard office policies, procedures, and equipment;  
Bastrop County Policies and Procedures.

**Ability to:**

Perform bailiff duties including protecting the Presiding Judge;  
Escort and guard jurors and enforce courtroom behavior guidelines;  
Operate security equipment including handguns and metal detectors;  
Remain alert and attentive during lengthy court proceedings;  
Successfully complete the TCOLE Court Security Certification Class;  
Perform multiple tasks simultaneously in a timely manner;  
Record, and disseminate accurate information from telephone conversations and personal contact;  
Communicate clearly and concisely, both verbally and in writing;  
Understand and follow verbal and written instructions;  
Effectively speak to small audiences to convey information;  
Properly interpret, understand and make decisions in accordance with laws, regulations and policies;  
Conduct business with the public in a professional, courteous manner;  
Function independently, exercise good judgment, manage multiple projects, and meet deadlines;  
Establish and maintain effective working relationships with those contacted in the course of the job;  
Demonstrate personal communication skills;  
Work independently in the absence of supervision;  
Work in a safety-conscious environment and to follow and promote good safety practices;  
Handle exposure to potentially hostile individuals;  
Maintain confidentiality of information encountered in work activities at all times.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintain effective audio-visual discrimination and perception needed for:

Making observations, reading and writing, operating assigned equipment, and communicating with others;

Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

Walking, sitting, or standing for long periods of time; Lifting and carrying materials weighing up to 25 pounds such as files or stacks of records; Occasional climbing, stooping, crawling, squatting, &/or kneeling. Ability to restrain potentially hostile individuals in accordance with law and Sheriff's Office Policy and Procedure.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and responsibilities, which may include:

Handling stressful situations;

Interpreting federal laws and regulations;

Effective interaction and communication with others;

Prepare clear and concise reports;

Making sound decisions in a manner consistent with the essential job functions.

### **EXPERIENCE, EDUCATION, and LICENSING:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

One (1) year experience in security or a related field; or be a TCOLE Licensed Peace Officer or Jailer.

#### **Education:**

High School diploma or equivalent.

#### **Licenses:**

Must have a currently valid State of Texas Driver's License; a TCOLE License as a Jailer or Peace Officer; or a Texas License to Carry a firearm. If not licensed as a peace officer or Jailer, applicant must be able and willing to attend an "on-the-job" Basic Jailer Certification Academy at a time decided by the Sheriff's Office.

Must qualify to be bonded.

### **SELECTION GUIDELINES:**

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

**\*\*\* This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol.**

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is a contract for employment.*