



Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

An Equal Opportunity Employer

Title: Court Bailiff	Opening Date: July 24, 2025	Application Deadline: August 6, 2025	Job #: 250705
Department: Sheriff's Office	Starting Salary: \$20.80 - \$21.75/hr	Location: Bastrop, TX	Travel: N/A

INTERNAL AND 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 Court, 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.

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-line 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.

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

[Bastrop County Employment Application](#)

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. 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. This position has a six month eligibility list for qualified applicants. 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: 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 Court, 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 as directed by the court.

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. Announces Judge's entry. Ensures the safety of the judge, court personnel, and court spectators.
3. Escorts jurors and guards them from outside contact. Maintains confidentiality and security of all district courts, juries and grand jury information.
4. Calls witnesses to appear, enforces courtroom rules of behavior. Prepares Bailiff's Certificate of Failure to Appear documents.
5. Warns and removes people disturbing court procedures.
6. Prevents courtroom entry during jury selection.
7. Prepares Bailiff's Certificate of Failure to Appear documents.
8. Assists with custody of defendants.

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-line 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.