

Richard Kirkpatrick
Sheriff

Jaime Garza
Chief Deputy

County of Kleberg

Kleberg County Sheriff's Office
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NOTICE OF EMPLOYMENT

The Kleberg County Sheriff's Office is accepting Applications for

COURTHOUSE BAILIFF

\$20/hr

SUMMARY:

- Assists the judge in administering courtroom procedure, provides information upon request about scheduled court proceedings and maintains order and safety within the courtroom;
- Supplies copies of jury lists and other resources to judge
- Instructs spectators, prospective jurors and jurors regarding their conduct in the courtroom
- Usher in and out witnesses and jury
- Monitors witnesses and jury's interaction
- Calls cases to be tried and witnesses to the stand
- Escorts jurors to and from jury box and insures that all parties and counsels involved in a case are present before the proceedings begin
- Escorts persons found in contempt of court from the courtroom and holds them in custody until picked up by a deputy sheriff
- Completes and reviews various court-related forms, assuring that the documents are complete, i.e., dates filled in, all necessary signatures obtained in appropriate places, etc
- May transport prisoners to and from courtroom
- Assures that the courtroom is open and prepared for court sessions
- Also secures the courtroom at lunch time or end of day
- May conduct docket calls and calls for defendants
- May conduct appropriate follow-up activities with defendants, including taking fingerprints, making copies of invoices, agreements and judgments and escorting defendants to jail
- May perform security watch of prisoner(s) within the courtroom
- Provides jurors with certification of service
- Attends to needs of jurors during deliberations
- Meets with other bailiffs periodically regarding courthouse safety and security

SUMMARY NOTE:

This position may be filled as a Certified Bailiff. A Certified Bailiff is required to possess, and to maintain, certification and licensure as a Basic Peace Officer according to the current standards of the Texas Commission on Law Enforcement (TCOLE).

ESSENTIAL DUTIES AND RESPONSIBILITIES

Supplies copies of jury lists and other resources to judge. Instructs spectators, prospective jurors and jurors regarding their conduct in the courtroom. Usher in and out witnesses and jury. Monitors witnesses and jury's interaction. Calls cases to be tried and witnesses to the stand. Escorts jurors to and from jury box and insures that all parties and counsels involved in a case are present before the proceedings begin. Escorts persons found in contempt of court from the courtroom and holds them in custody until picked up by a deputy sheriff. Completes and reviews various court-related forms, assuring that the documents are complete, i.e., dates filled in, all necessary signatures obtained in appropriate places, etc. Assists the judge in maintaining order in the courtroom. May transport prisoners to and from courtroom. Assures that the courtroom is open and prepared for court sessions. Also secures the courtroom at lunchtime or end of day. May conduct docket calls and calls for defendants. May conduct appropriate follow-up activities with defendants, including taking fingerprints, making copies of invoices, agreements and judgments and escorting defendants to jail. May perform security watch of prisoner(s) within the courtroom. Provides jurors with certification of service. Attends to needs of jurors during deliberations. Meets with other bailiffs periodically regarding courthouse safety and security. Other duties may be assigned.

MINIMUM REQUIREMENTS/QUALIFICATIONS

- High school diploma or general education degree (GED); at least 21 years of age, with at least two years of experience in a courtroom, a court clerk's office, a law office, or a law enforcement agency
- Any equivalent combination of experience and training which provides the required knowledge, skills and abilities, may be considered for current KlebergCounty employees only
- Ability to understand and follow written and oral instructions, rules, regulations and laws
- Thorough knowledge of courtroom procedure and activities
- Ability to establish and maintain effective working relationships with persons of widely divergent backgrounds and to maintain order in difficult situations
- Ability to communicate effectively

CERTIFICATES, LICENSES, REGISTRATIONS:

- Must have a current driver's license.
- Must have Court Security Officer Course #10999 certificate or obtain it within 1 (one) year of employment.
- A Certified Bailiff is required to possess, and to maintain, certification and licensure as a "Basic Peace Officer" according to the current standards of the Texas Commission on Law Enforcement (TCOLE).
- Keeping the certification current calls for a specified amount of continuing education courses each year and association with a recognized law enforcement agency.
- Failure to maintain an active Peace Officer license will result in an incumbent's reclassification

PHYSICAL DEMANDS AND WORK ENVIRONMENT & OTHER REQUIREMENTS

While performing the duties of this position, the incumbent is regularly required to stoop, sit, walk, run on occasion, strenuously climb stairs or ladders and lift up to 100 lbs. Must be able to exert physical force when necessary and lift, twist and throw persons during defensive tactics regularly. Ability to understand and follow written and oral instructions, rules, regulations and laws. Thorough knowledge of courtroom procedure and activities. Ability to establish and maintain effective working relationships with persons of widely divergent backgrounds and to maintain order in difficult situations. Ability to communicate effectively. Spanish speaking may be desirable. Computer literacy is highly desirable