



Are you a licensed peace officer with a steady presence and a strong sense of duty? The City of Midland is seeking a dependable, detail-oriented Municipal Court Security Officer to help maintain a safe, professional, and respectful environment at our Municipal Court.

In this critical role, you'll monitor courtrooms and holding areas, operate security systems, assist with prisoner arraignments, and ensure the safety of judges, staff, and visitors. You'll be a trusted resource for both public and court personnel.

If you're TCOLE certified, confident under pressure, and committed to public service, we invite you to apply and be a part of something meaningful.

Justice starts with safety. Start your next chapter with us today!

Essential Job Duties:

- Responsible for understanding State Law and how it applies to Municipal Court jurisdiction.
- Lead in the safety and security of the Municipal Court building, Court staff and citizens.
- Communicates and enforces Courtroom rules to maintain Courtroom etiquette and decorum.
- Ensures paperwork, case files, and the Court's case management computer system are complete and accurate.
- Ensures Courtrooms are stocked with necessary supplies and that all equipment including sound, recording, call, and AV are operating properly.
- Monitors security cameras and defendants in holding area awaiting arraignment.
- Directs jury activities; may act as a liaison between the judge and jurors; assures the safety and security of the jurors.
- Requests financial information from defendants to secure their release from custody.
- Maintains accurate and efficient storage of divisional records.
- Writes documents including reports and office memoranda.
- Handle emergency and conflict situations in a calm and effective manner and adopt an effective course of action when necessary.
- Exercises appropriate discretion and uses good judgment in performance of duties.

- Responsible for divisional correspondence, defendant records, various documents, manuals and reports.
- Attends trainings specific to legislative changes affecting municipal Courts and continued education.
- Assist judges with prisoner arraignments and magistration at the Midland County Jail on rotating weekends and alternating holidays.
- Works from 8am to 5pm Monday, Tuesday, Wednesday and Friday. Will work till 7pm on Thursdays and work some weekend mornings on a rotation basis. Minimal overtime.
- Performs other duties as assigned by the Presiding Judge or Senior Warrant Officer.

Physical and Environmental Conditions:

May be exposed to possibly dangerous criminals on a daily basis. May be exposed to potentially hazardous chemicals and diseases. Must have the ability to work in seasonal temperatures. Sufficient physical strength and stamina to bend, run, lift and crawl into small spaces and to restrain suspects.

Required Qualifications:

Ability to effectively communicate with the Presiding Judge, Associate Judges, Court Administrator, Municipal Court staff, citizens, attorneys and other law enforcement agencies to exchange information and ensure Court security. Ability to effectively communicate well with the general public to answer questions, take complaints, and assist as needed. Exceptional skill required handling citizens in delicate situations with tact and diplomacy both on the phone and in person. A high school diploma or GED equivalency is required. Experience performing Court or law office/enforcement tasks a plus. Must hold a valid Texas driver's license. Must have the ability to read and understand manuals, basic math skills, trade journals and office memoranda. Familiarity with Microsoft Office Suite preferred. Applicants must hold a Basic Peace Officer TCOLE certificate. Must have and be able to qualify with a handgun and rifle. Must have or be able to obtain TLETS certification. You must have or obtain Court Security Officer Certification within one year of employment. Subject to background investigation, drug testing and polygraph as part of the application process.

Starting Pay: \$66,668 (increases based on experience)

Benefits: Great benefits and retirement plan, please review on our website.

More Information: Please review at <https://www.governmentjobs.com/careers/midlandtx>