Travis County

Courthouse Deputy

SALARY	$66,740.12 - $75,116.59 Annually	**LOCATION**	Austin, TX
JOB TYPE	Full Time	**JOB NUMBER**	27-10955
DEPARTMENT	Sheriff	**OPENING DATE**	10/15/2026
CLOSING DATE	11/5/2026 11:59 PM Central		

Job Summary

Are you a Certified Peace Officer looking for a full-time opportunity? If so, you need to apply for the Courthouse Deputy position. This position is responsible for providing security at designated Travis County facilities, which include Courthouses, Commissioner's Court, and the Combined Transportation, Emergency and Communications Center (CTECC), ensures the safety of those entering and exiting assigned facilities; safely operates x-ray machines and metal detectors; searches individuals and packages entering the facility; conducts patrol of the interior and exterior of assigned facility; makes onsite arrests for violations of State law; serves as an escort for elected officials and victims; and completes administrative tasks and duties associated with the role that may include complaints, arrest affidavits, and writing reports.

We offer a competitive salary starting at $66,740.12/year

If you are an experienced Peace Officer, please review salary information below:

5+ years of experience w/Intermediate peace officer certification or higher: $70,804.59/year. 10+ years of experience w/Advanced peace officer certification or higher: $75,116.59/year.

Travis County offers a premier Total Rewards package that includes a highly rated retirement plan, vacation and sick leave, 3 personal holidays, 12 company holidays, longevity pay, tuition reimbursement, medical, dental, and vision, and a free employee health care clinic.

Distinguishing Characteristics

This is a job classification within the POPS TCSO job family. This classification represents an intermediate level position. This classification requires a substantial degree of initiative and independent judgment necessary to take control of escalated situations. This classification requires a flexible work schedule in order to meet the needs of the department.

**This position is within the Courthouse Deputy career field and does not have a path for promotional opportunities. If you want to promote through either the Law Enforcement or Corrections career fields, you must apply for positions within those fields.

Duties and Responsibilities

- Maintain safety and security of courthouse visitors, judges, judicial staff, court employees, jurors, and the general public and the same for those entering other assigned facilities.
- Provide security, enforce laws, maintain order, and arrest violators of State Laws.
- Conduct screening of persons and properties entering designated facilities.
- Take control of incident scenes to maintain or redirect traffic flow, assist victims and aid in incident resolution.
- Conduct foot or vehicle patrol for specific areas in and around assigned facility.
- Investigate complaints, make arrests, book offenders, and prepare reports to include documentation of evidence.
- Record daily activities as necessary and submit related reports and paperwork to appropriate Chain of Command.
- Performs other job-related duties as assigned.

Minimum Requirements

Education and Experience:

Must be a US Citizen.

Must be 21 years of age.

High school Diploma or GED.

Must qualify with a weapon annually in accordance with Departmental Standards.

Must meet the Physical Readiness Testing requirements according to TCSO policy.

Licenses, Registrations, Certifications, or Special Requirements:

Valid Texas Driver's License

Peace Officer Certification in good standing with TCOLE

Preferred:

Paid experience as a Peace Officer working in law enforcement or courthouse security

Intermediate or higher Peace Officer Certification

Jailer License (dual certification)

Court Security Officer Certification (TCOLE #10999)

TCOLE Court Security Specialist Certificate

Bilingual

Knowledge of:

- Laws, regulations, and procedures governing custody of persons.
- Penal Code, and the Code of Criminal Procedure, Rules of Evidence, Family Code, Civil statutes, and Regulatory Agency Codes.
- Federal, State, Local and County applicable laws, rules, regulations, and guidelines.
- Local laws, ordinances and the TCOLE standards and procedures pertaining to the commitment, confinement, and release of prisoners.
- Applicable county policies, including but not limited to Travis County Civil Service Rules, Travis County Employee handbook TCSO Policies and procedures.

Skill in:

- Good interpersonal and public relations, good judgment, decision making, and critical thinking.
- Understanding, interpreting and properly applying court order, relevant state statutes including the Code of Criminal Procedure, Penal Code, State Jail Standards and all other statutes, ordinances, policies, and procedures required to perform essential job duties assigned.
- Preparing official documents required to perform assigned functions, including but not limited to interoffice memorandums, letters to other agencies, affidavits, investigative reports, and case filing documents.
- Maintaining a professional demeanor.

- Using of defensive tactics requiring physical force including the use of intermediate weapons and firearms.
- Computer operations, vehicle operations, radio communications, scene management and resolution; gaining and maintaining control of persons and investigation and evidence control.

Ability to:

- Control emotions and focus on the professional duties and obligations in all circumstances regardless of provocations or stresses encountered.
- Apply active listening when communicating to ensure understanding
- Communicate necessary information to others in a calm, clear, dispassionate, and purposeful speaking voice in all circumstances.
- Create accurate, clear, concise, comprehensive relevant and grammatically correct documents.
- Work with employees and citizens from diverse population groups in order to comply with the department mission and best serve the public interest.
- Focus personal and team efforts toward continuous performance improvement.
- Actively seek opportunities to increase and improve knowledge, skill and abilities needed to improve personal performance.
- Use interpersonal skills to foster positive working relationships with team members (peers, supervisors, and subordinates) required to provide superior services in the public interest.
- Take appropriate action to accomplish assigned duties and accept responsibility for outcomes.
- Use appropriate physical force, including deadly force, when necessary to prevent the imminent threat of death or serious bodily injury to others or self.
- Respond to unexpected situations in a reasonable manner.
- Maintain physical endurance and agility.

Work Environment & Other Information

Physical requirements include the ability to lift/carry up 50 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, jogging, running, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling balancing, client/customer contact, squatting to perform the essential functions. Subject to stressful environments, exposure to excessive heat and cold (outdoor conditions) and client customer contact for extended periods of time. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter, and foul odors. Job may involve danger due to contact with criminals and suspects.

Must be able to lift and wear approximately a 40lb Self-Contained breathing apparatus for emergencies during fires and must be able to partially lift and drag an average weight person of 150lbs, a distance of 75 feet for the evacuation of individuals unable to assist themselves during emergencies; must be able to physically restrain hostile and combative subjects; must be able to participate in defensive tactics training and annual refresher training. Must be able to work any shift and extended hours related to emergency situations; work hours are subject to change with little or no notice. Must be able to communicate in clear English during emergencies.

Special ADA Physical Statement:

Vision: Must have sufficient vision without glasses to defend self and others and perform mandatory life safety functions. Dual vision is required. All officers are required to take and pass vision tests as a new hire in the position. Vision must be correctable to 20/20 or better with uncorrected vision of 20/200 or better. Corrected visual acuity should be at least 20/20 (both eyes) and 20/40 (each eye). For applicants who have completed refractive surgery to correct vision, the operating physician must complete a Corrected Vision Surgical Form.

Hearing: Must have normal hearing in both ears. Hearing sensitivity thresholds are within 25 dB measured at 500 Hz, 1000 Hz, 2000Hz and 3000Hz averaged together. If a person does not have normal hearing a medical specialist evaluation is required in order for the candidate to be considered for hire.

Seizure Disorder: Uncontrolled seizures of any kind are disqualifying. Applicants with a history of a seizure must be able to control the disorder by medication, be seizure free for one year and sign the Notification, understanding and commitment.

If selected for hire, you must own your own firearm and duty belt. A list of approved firearms will be provided to you prior to testing.

Work Hours: Days, some evenings, some nights, some weekends, some holidays. Work hours dependent on assignment.
Location: Austin, TX
Department: Travis County Sheriff's Office
For updates or questions on this position, contact: sheriff.personnel@traviscountytx.gov.
TCOLE, Physical Exam, Drug Test, Alcohol Test, and Psychological Exams Required. Criminal, Credit, Driving, Education, and Employment Background Checks Required.

Travis County employees play an important role in business continuity. As such, employees can be assigned to business continuity efforts outside of normal job functions.

This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.

Employer
Travis County

Address
700 Lavaca Street

Austin, Texas, 78701

Website
https://www.traviscountytx.gov/human-resources/jobs

Courthouse Deputy Supplemental Questionnaire

*QUESTION 1

Are you a TCOLE licensed Peace Officer?

- ◯ Yes
- ◯ No

*QUESTION 2

What is your TCOLE (Texas Commission on Law Enforcement) PID number? If none, please put "N/A".

* Required Question