



## **Municipal Court Bailiff (Part-Time)**

Salary: \$20.00 per Hour

**POSITION SUMMARY** This position maintains order, security, and decorum within the courtroom. Requires professionalism, reliability, and the ability to adapt to various situations. The role primarily requires attendance at court once per month, however there may be occasions where more frequent participation is needed.

### **ESSENTIAL FUNCTIONS:**

- Maintains courtroom order and ensures the security of all participants.
- Escorts judges, juries, defendants, and attorneys as required.
- Enforces courtroom protocols and procedures.
- Conducts security screenings at the court entrance as needed.
- Assists in emergency situations, including evacuations.
- Provides directions and assistance to members of the public attending court.
- Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

- High School Diploma or GED
- Basic Certification by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE)
- Previous experience as a law enforcement officer

The City of Fate is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, sexual orientation or protected veteran status.

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