

## Part-Time Deputy- Bailiff

### **Position Overview:**

Part-time Deputy Bailiff will work in a variety of court operations assignments under the general supervision of the Courts Division, including performing court bailiff duties, overseeing the inmate holding cell areas, and/or providing prisoner escort (primarily through the secure tunnel system) to and from courts in the Criminal Justice Center. Candidates on the HCSO Part-Time/Temporary employee list are subject to selection at the discretion of the Administrative Supervisors of the Courts Division contingent upon their qualifications to carry out the appropriate court-related tasks.

### **Job Duties:**

- Assist in maintaining order in the courtroom
- Assist in providing security for the courtroom and all occupants
- Maintaining custody of prisoners during court proceedings
- Enforcing all applicable Federal and State laws and all rules and regulations applicable to the assignment
- Performing other assignments and duties as required and/or necessary

### **Required Education/Training and Experience:**

- Must be an Honorably Retired Peace Officer
- Must complete Courts Training Protocols and demonstrate competency in courts operations

**Required Licenses and Certifications:**

- Basic Peace Officer License (minimum)
- Basic Jailer's License (minimum) Must acquire within 6 months of employment
- Must complete Court Security Course (10999) and obtain Court Security Certification within one year of assignment

**Knowledge, Skills, and Abilities:**

**Knowledge of:**

- Federal and State Laws and rules and regulations of the HCSO

**Skilled in:**

- Operating computers with knowledge of software programs such as JWEB, Microsoft Word, and Outlook
- Verbal communication and writing
- Crisis Intervention and verbal de-escalation

**Ability to:**

- Work with little supervision
- Exhibit diplomacy and professionalism at all times
- Speak to the public, interact effectively with inmates/defendants, and maintain order in the court(s)
- Be proficient and assertive in speaking to the public and maintaining court order
- Be self-motivated and able to work independently of direct supervision

**Preferences:**

- Bilingual
- Patrol experience
- Bailiff Experience
- Court Security Course (10999)
- Court Security Certification
- Active Shooter (ALERRT) Training
- Superior Training and Experience
- Taser Certification

**Salary \$29.05**

Interest Candidates may apply at <https://www.governmentjobs.com/careers/sheriffhctx>

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