



**ANDERSON COUNTY
SHERIFF'S OFFICE
W. R. FLORES, SHERIFF**
1200 E. LACY ST. PALESTINE, TEXAS 75801
PHONE 903-729-6068 FAX 903-729-3022



Job Vacancy Announcement

09-20-2023

Position: Bailiff (Deputy Sheriff), Full-time

Open until: 11-19-2023

Salary: \$46,000 annually (\$48,400 effective 01-01-2024) Hourly rate current = \$20.69 (\$21.77 effective 01-01-2024), TCOLE certification pay up to \$2,400 a year (\$3,000 effective 01-01-2024). Step pay: \$1,200 annually after 24 months, additional \$1,800 annually after 60 months of service. Paid overtime and holidays, TDCRS retirement benefits. Issued uniforms and firearm, take-home vehicle (up to 25 miles outside county), and paid training.

Summary of Position: Performs public safety work. Work involves the enforcement of criminal and general laws of the State of Texas. May train others.

Essential Duties:

- Maintain order, opening and recessing court, and accompanying inmates to and from Courts. Provides security for the courthouse and participants.
- Patrols and detects violation of state laws and regulations, makes violator contacts, and places violators in custody or issues citations or warnings as necessary.
- Patrols in high crime areas with appropriate action to reduce crime as necessary.
- Patrols assigned areas and County office buildings, grounds, and parking facilities to check for security violations.
- Apprehends criminals, rescues victims, seizes illegal contraband, detects, and prevents terrorist attacks, and disrupts criminal organizations.
- Conducts personnel, traffic, and criminal investigations as necessary. Prepares complaints and cases for presentation in court; preserves and presents physical evidence; testifies in court; and reports disposition of case as necessary.
- Serves traffic and criminal warrants and arrests, processes, and transports prisoners as necessary.
- Performs disaster rescue operations, responds to critical incidents and major investigations, cares for the injured, controls crowds, and directs traffic as necessary.
- Removes debris from roadway; assists stranded motorists; and arranges for transportation, repair, or towing services as necessary.
- Maintains liaison with appropriate personnel and entities to collect and share relevant information.
- Answers inquiries pertaining to legal, policy, or procedural information.
- Plans and participates in safety programs.
- Performs routine maintenance and servicing of assigned fleet vehicles, and prepares activity, auto, mileage, repair, and gasoline consumption reports.
- Trains consistently with issued weapons and equipment and maintains all equipment in proper condition.
- May train others or provide guidance to less tenured staff.
- Transports prisoners and mental health clients as necessary.
- Performs related work as assigned by Sheriff.

A job profile is not a comprehensive job description.

Minimum Qualifications: High School Diploma or GED is required. Must be 21 at time of employment and have a valid Texas driver's license. License as a basic peace officer in good standing with TCOLE. Must pass criminal history background check, drug screen, physical and psychological examination.

Applications are mandatory and available online at www.co.anderson.tx.us under the Sheriff's tab or Employment Opportunities tab.