



# MADISON COUNTY SHERIFF'S OFFICE



*Sheriff Bobby Adams*

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2005 E. MAIN ST. - MADISONVILLE, TEXAS 77864  
PHONE # (936) 348-2755 / FAX # (936) 348-3763

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**Job Title:** Courthouse Deputy-Full Time; M-F 8A-5P

**Date Posted:** September 11, 2023

**Closing Date:** Open until filled

**Application Deadline:** Open until filled

APPLICATION FORMS: may be obtained at the Madison County Sheriff's Office located at 2005 East Main Street Madisonville, Texas, or on the County's website at

<https://www.co.madison.tx.us/upload/page/0420/2021%20Job%20Openings/SO%20APPLICATION.pdf>.

Submit applications to the Madison County Sheriff's Office located at 2005 East Main Street Madisonville, Texas 77864 or to [calicia.kampf@madisoncountytexas.org](mailto:calicia.kampf@madisoncountytexas.org).

EDUCATION & CERTIFICATIONS: Applicant must have a High School Diploma or GED Certificate.

Applicant must possess a valid Texas driver's license. Must be able to communicate the English language both in writing and verbally.

GENERAL: Applicants must have knowledge of the Laws of the State of Texas as well as Federal Laws, Basic TCOLE Certificate, or TCOLE Certification as a Licensed Peace Officer, and must qualify annually with assigned firearms. Experience preferred, but not necessary. Must be physically fit and able to lift and move as the job requires. Applicant must be able to pass a drug test, be at least 18 years of age. Individuals must have a clear criminal history and be able to work shift work.

TEXAS BASIC PEACE OFFICER certification and currently licensed by the TEXAS COMMISSION ON LAW ENFORCEMENT (TCOLE). Preference will also be given to applicants currently enrolled in a Basic Peace Officer Academy within 90 days of scheduled graduation at the time of the entrance examination.

DUTIES & REQUIREMENTS: Role and Responsibilities

- Provide security for interior and exterior of courthouse;
- Monitor and staff public entrance;
- Monitor exits and employee entrance;
- Provide security in courtroom;
- Make arrests as needed;
- These are the main duties assigned to this position but are not limited as the only duties.

COMPENSATION: \$20.20/hr for TCOLE licensed and TCOLE basic certificate. Pay increase with additional TCOLE certificates (ie: Intermediate, Advanced, Master).

BENEFITS: Medical, dental, vision and life coverage are provided for the employee and paid for by the County after 90 days of full-time employment. Sick leave, bonus leave, compensation leave, vacation leave, and holiday time provided. Take home unit available.