

**ERATH COUNTY IS ACCEPTING APPLICATIONS FOR A FULL TIME BAILIFF WITH DISTRICT COURT.**

**JOB SUMMARY:** Maintain security and decorum in District Court.

**ESSENTIAL JOB FUNCTIONS:**

- ◆ Secure the courtroom.
- ◆ Enforce court rules and make arrest, when directed.
- ◆ Announce opening of Court and seat all participants.
- ◆ Maintain an orderly docket call.
- ◆ Insure the defendants are transported from the jail and are at Court during criminal docket call.
- ◆ Assist with management of witnesses in civil and criminal proceedings.
- ◆ Responsible for jury in trial cases.
- ◆ Responsible for grand jury, when directed.

Other requirements include duties as assigned within the scope of responsibility and skill required of the job.

**EDUCATION, EXPERIENCE, LICENSE AND CERTIFICATIONS:**

- ◆ High School graduate or equivalent.
- ◆ Basic peace officer certification by Tx Comm on Law Enforcement Officer Standards and Education.
- ◆ Seven years of experience in law enforcement or court.

**SKILLS, KNOWLEDGE AND ABILITIES:**

- ◆ Must be dependable and confidential with cases.
- ◆ Ability to associate with all County departments in a professional manner.

**WORKING CONDITIONS:** Most work is performed indoors. Bailiff may have exposure to stressful situations. May risk physical hazard from angry, unstable, violent and highly volatile prisoners and/or citizens, as well as from weapons. There may be exposure to communicable diseases, illnesses and body fluids. Occasional travel is necessary for required schools and job related duties.

**PHYSICAL REQUIREMENTS:** This position requires ability to take physical control of another person as needed.

Beginning salary is based on experience. Benefits include health and dental insurance for the employee after a 90 day waiting period. Erath County and employees contribute to the Texas County & District Retirement System. The County also contributes to TCDRS for a supplemental death benefit for the employee.

Vacation, sick and holiday hours are accrued each pay period.

Applicant may be subject to background check. A physical and drug screen are required.

This position is open until filled.