



Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602
(512) 581-7120

An Equal Opportunity Employer

Title: Bailiff	Opening Date: May 10, 2018	Application Deadline: May 24, 2018	Job Posting Number: 18125
Department: District Clerk	Starting Rate of Pay: \$13.50 - \$15.50/hour	Location: Bastrop, Texas	Travel: N/A

INTERNAL/EXTERNAL JOB POSTING

Brief Job Description: This position performs court bailiff duties and maintains security inside and outside the district courts and grand jury sessions. The court bailiff performs a variety of duties to maintain order and security in the courtroom during trials, hearings, and docket days. The court bailiff ensures the safety of the Judge; Escorts jurors and guards them from outside contact; Calls witnesses to appear; Performs daily checks of courtrooms for security and cleanliness; Enforces courtroom rules of behavior; Warns and removes persons disturbing court procedures; prevents courtroom entry during jury selection; Announces Judge's entry; Prepares Bailiff's Certificate of Failure to Appear Documents; Assists with custody of defendants; Provides exceptional customer service to County employees and the public; Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, and the general public; Maintains confidentiality and security of all district courts, juries and grand jury information; Performs related work or duties assigned by supervisor.

General Knowledge, Skills, and Abilities: Must possess knowledge of court room policies and rules for procedure in conduct of criminal, civil and other proceedings; must have knowledge of the county court systems, court dockets, and basic legal forms and documents; ability to communicate clearly and concisely with judges, jurors and other individuals during court proceedings and ability to perform routine manual and clerical tasks in handling and processing court files, dockets and other related documents. Physical demands include walking, standing, sitting, squatting, bending, kneeling and/or lifting up to 25 lbs.

Minimum Qualifications: This position requires HS diploma or equivalent or specialized vocational training. Law enforcement background may be helpful but not required. One year experience in security and must have a current State of Texas Concealed Handgun License or a Federal firearms License.

Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities. Minorities, Veterans, and Disabled applicants are encouraged to apply.

A Bastrop County Job Application is required, and can be downloaded at: <https://na3.docuSign.net/Member/PowerFormSigning.aspx?PowerFormId=a7d71333-73b6-4ae5-b3d7-a59c651de914>. A resume will be considered, but will not be accepted in lieu of application. Applicants may mail or drop off an application at: Bastrop County, Attn: HR, 804 Pecan Street, Bastrop, Texas 78602, OR email applications to apply@co.bastrop.tx.us. Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. This position may require shift work outside the normal business hours and weekends. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

IMPORTANT NOTE TO ALL APPLICANTS: Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. Visit our website at: <http://www.co.bastrop.tx.us/page/co.jobs>



BASTROP COUNTY, TEXAS
Job Description

Job Title: Bailiff – District Court

Department: District Clerk's Office

FSLA Status: Exempt

Reports To: 423rd, 335th and 21st Judicial District Judges and Bastrop County District Clerk

SUMMARY: This position performs court bailiff duties and maintains security inside and outside the district courts and grand jury sessions.

SUPERVISION RECEIVED AND EXERCISED:

Receives supervision from District Judges and District Clerk

Exercises no supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Performs a variety of duties to maintain order and security in the courtroom during trials, hearings and docket days.
2. Ensures the safety of the Judge.
3. Escorts jurors and guards them from outside contact.
4. Calls witnesses to appear.
5. Performs daily checks of courtrooms for security and cleanliness.
6. Enforces courtroom rules of behavior.
7. Warns and removes persons disturbing court procedures.
8. Prevents courtroom entry during jury selection.
9. Announces Judge's entry.
10. Prepares Bailiff's Certificate of Failure to Appear documents.

11. Assists with custody of defendants.
12. Provides exceptional customer service to County employees and the public.
13. Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, and the general public.
14. Maintains confidentiality and security of all district courts, juries and grand jury information.
15. Performs related work or duties as assigned by supervisor.
16. Must have a current State of Texas Concealed Handgun License or a Federal firearms license.

OTHER FUNCTIONS: Performs other job related duties as directed by supervisor(s). **Regular attendance is considered an Essential Function of this job.** **NOTE:** The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor are all duties listed necessarily performed by any one employee so classified.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

Court regulations, policies, and procedures;
Texas statutes related to criminal procedure and civil procedure;
Court security principles, methods, equipment, and practices;
General public administration principles and practices including employee supervision and training;
Personal Computer skills and software, including Microsoft Office;
Professional Customer Service skills;
Proper English usage, spelling, grammar and punctuation;
Standard office policies, procedures, and equipment;
Bastrop County Policies and Procedures.

Ability to:

Perform bailiff duties including protecting Judge;
Escort and guard jurors and enforce courtroom behavior guidelines;
Operate security equipment including handguns and metal detectors;
Perform multiple tasks simultaneously in a timely manner;
Record, and disseminate accurate information from telephone conversations and personal contact;
Communicate clearly and concisely, both verbally and in writing;
Understand and follow verbal and written instructions;
Effectively speak to small audiences to convey information;
Properly interpret, understand and make decisions in accordance with laws, regulations and policies;
Conduct business with the public in a professional, courteous manner;
Function independently, exercise good judgment, manage multiple projects, and meet deadlines;
Establish and maintain effective working relationships with those contacted in the course of the job;
Demonstrate personal communication skills;
Work independently in the absence of supervision;
Work in a safety-conscious environment and to follow and promote good safety practices;
Handle exposure to potentially hostile individuals;

Maintain confidentiality of information encountered in work activities at all times.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintain effective audio-visual discrimination and perception needed for:

Making observations, reading and writing, operating assigned equipment, and communicating with others;

Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

Walking, sitting, or standing for long periods of time; Lifting and carrying materials weighing up to 25 pounds such as files or stacks of records; Occasional climbing, stooping, crawling, squatting, &/or kneeling.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and Responsibilities, which may include:

Handling stressful situations;

Interpreting federal laws and regulations;

Effective interaction and communication with others;

Prepare clear and concise reports;

Making sound decisions in a manner consistent with the essential job functions.

EXPERIENCE, EDUCATION, and LICENSING:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One (1) year experience in security.

Education:

High School diploma or equivalent.

Certificate:

Must have a current State of Texas Concealed Handgun License or a Federal firearms license.

SELECTION GUIDELINES:

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

***** This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol.**

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an “At Will” employment, and under no circumstances is a contract for employment.