

Job Description: COURTHOUSE SECURITY GUARD / BAILIFF

CLASS NO. 103

EEOC CATEGORY: Protective Service Worker

PAY GROUP: 20

FLSA: Nonexempt

SUMMARY OF POSITION

Protects courthouse employees, visitors and property; enforces laws; performs emergency response functions; bailiff for county court.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: County Judge.
2. Directs: This is a non-supervisory position.
3. Other: Has frequent contact with other departmental employees; federal, state, and local law enforcement agencies; other local officials; criminals; crime0 victims; and the general public

EXAMPLES OF WORK

Essential Duties*

Provides security at main courthouse, serves as county court bailiff, promotes good public relations by giving information to courthouse visitors;

Responds to emergency situations in courthouse, which could be harmful to employees or visitors and takes action as necessary;

Operates standard weapons, including handguns, or other weapons issued by the sheriff's department to enforce laws, detain suspects, or protect the life of self or others in situations that justify the use of force;

Approaches suspects of illegal activity, disruptive behavior, and if necessary, pursues, wrestles, struggles, or fights with the suspect in order to apprehend, detain, or control the suspect for the purpose of making an arrest or maintaining law and order;

Assists or rescues individuals in need of aid or protection who are lost, harassed, injured as a result of being a crime victim;

Maintains necessary accurate records of activities and makes initial reports concerning incidents in the courthouse;

Transports prisoners to and from county court, district court, and law enforcement center;

*for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
8/2012

CLASS NO. 103 (Continued)

Maintains composure and exercises restraint when verbally or physically accosted in hostile or violent environments;

Enters into dangerous situations and confronts hazards in a logical and mature manner;

Remains calm, composed, undistracted, and in full control of cognitive abilities while functioning appropriately in situations which involve stress, danger, violence, hostility or use of force;

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: criminal and civil law; crime prevention methods; emergency response.

Skill/Ability to: safely use firearms and specialized equipment; operate a computer and/or typewriter to prepare records and reports; establish and maintain effective working relationships with all departments, and general public; demonstrate proficiency in both oral and written communication; maintain accurate records; maintain appropriate necessary certifications.

ACCEPTABLE TRAINING AND EXPERIENCE

High school graduation, or its equivalent, at least two years related experience; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Basic Certification by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE); and appropriate Texas Driver license.

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