

## **JOB DESCRIPTION**

**Job Title:** Bailiff / Courthouse Security Officer

**Location:** Shelby County Courthouse and any annex buildings

**Job Status:** Vacancy

**Department:** Shelby County

**Pay Range:** \$25.70 per hour

**Approval:** District Judges, Shelby County Judge, and Commissioners' Court

**Reports to:** Shelby County Judges and Head of Courthouse Security

**Eligibility:** Applicants must be at least twenty-one years' of age, a citizen of the United States of America, and hold a valid peace officer's license from the Texas Commission on Law Enforcement. Applicants must also have a high school diploma or obtained a GED.

### **Duties and Responsibilities:**

The Bailiff Shall:

- Serve as courthouse security officer for the Shelby County Courthouse, grounds and personnel when Court is not in session;
- Attend all sessions of the District Courts and remain until dismissed by Judge;
- Conduct a physical inspection of the Courthouse and courtroom prior to and at the end of each Court session;
- Shall assist the Judge and attorneys as requested by Judge;
- Escort witnesses to witness stand;
- Responsible for jurors throughout trials;
- Assists in seating jury and grand jury;
- Secure the Courtroom when court is not in session;
- Be familiar with the daily schedule of the courts and the Judges in the event special security is warranted;
- Conduct daily inspections of any temporary prisoner holding area for contraband and room security;
- At the direct of the judge, or in accordance with policy established by the Courts, inspect and search each person and personal effects entering the courtroom for weapons or contraband;
- Assist in seating court participants and spectators;
- Perform opening and closing ceremonies of the courthouse and relevant courts;
- Maintain order and decorum in the Courthouse and courtroom while court is in session;
- Enforce District Courts' decorum order for courtroom participants and spectators;
- Provide security in corridors, chambers, or other courthouse spaces;

- Periodically check reserved parking spaces to keep unauthorized persons and vehicles from the area;
- Taking and/or delivering message from the Judge or other court officers;
- Work with maintenance superintendent in coordinating the physical maintenance of the courtroom, including seating arrangement, working condition of audio and video systems, lighting, air conditioning, and janitorial services;
- Make arrest for criminal violations committed in his/her presence and/or pursuant to writ, warrant, or order of the Court;
- Obtain and/or maintain Peace Officer credentials and certification from TCLEOSE;
- Possess technical skills to operate the equipment in the Courtroom; and
- Perform any other job-related tasks assigned by the Judge and Head of Courthouse Security.

**Physical Requirements:** Duties will include prolonged sitting or standing in the courtroom. This can be a very mobile position. Occasional lifting, carrying, and or moving objects weighing up to forty pounds may be required. May be required to remove individuals from courtrooms and courthouse grounds.

**Interpersonal Skills:** General knowledge of proper courtroom procedures; excellent interpersonal skills to deal effectively with the public, jury panels, juries, and co-workers. Must be able to identify potentially dangerous situations and act accordingly to provide adequate response to ensure safety.

Must adhere to code of ethics sworn to in the oath of office and maintain extreme confidentiality of the Shelby County Courts.

In order to apply, please pick up an application from Kim Ratcliff in the Shelby County Sheriff's Office from 8:00 a.m. through 4:00 p.m., or from Deputy Chris Davis, first floor, Shelby County Courthouse, 200 San Augustine St., Center, Texas, from 8:00 a.m. through 4:30 p.m.

Applications shall be returned to Deputy Chris Davis or Judge Allison Harbison, Shelby County Courthouse.