

GALVESTON COUNTY SHERIFF'S OFFICE

**Seeking Individuals Who Are Interested in a Rewarding Career in Law Enforcement
Begin Your Career Today!**

GALVESTON COUNTY SHERIFF'S OFFICE ESTABLISHMENT OF ELIGIBILITY

Position: Bailiff Deputy

Bureau/Division: Bailiff/Courthouse Security

Assignment: Bailiff Division

Reports to: Sergeant - Bailiff Division

APPLICATION DEADLINE:

Wednesday, April 3, 2024 - 5:00 p.m.

JOB SUMMARY

This posting is responsible for assisting the public and law enforcement agencies by providing security at the Justice Center including inside the court rooms. This includes security of the Justice Center complex during nightshift hours. The Bailiff Deputy may be called upon to detain or arrest individuals failing to comply with court orders or individuals with active warrants and may involve physical contact. Duties shall also include escorting and securing inmates as required, security during parole hearings and assisting the probation department as required. Conduct the process of screening all visitors and their belongings prior to entering the Justice Center by use of metal detectors and/or physical pat downs. Relay messages between Judge, jury, attorney and family members. This is an entry level position subject to a nightshift bailiff position with future advancement to a dayshift position.

MINIMUM REQUIREMENTS

- Be able to work under adverse conditions and during unusual hours including nights, weekends, holidays, and overtime;
- Speak, read, and write the English language in a clear and understandable fashion;
- Possess a valid Texas driver's license;
- Hold a Peace Officer license through TCOLE;
- Must successfully complete Jailer Academy hosted by this agency and pass state licensing exam within the first twelve (12) months of appointment to the Bailiffs Division;
- Successful applicants must have been employed by this agency full time for the previous twelve (12) months or have at least two consecutive years successful law enforcement experience;
- Currently and successfully qualified with a duty firearm;
- Successfully pass a background review and interview board;
- If not already completed, must successfully complete Patrol Procedures and ride along practicals within the first twelve (12) months of appointment to the Bailiffs Division;
- Successfully pass a twelve (12) month probationary period;
- No excessive absenteeism for the past twelve (12) months;
- Must have knowledge of first-aid and CPR;
- Must have the ability to work independently without close supervision;
- Possess knowledge in RMS when pertaining to arrests;
- Obtain TCOLE approved Court Security Specialist certification within one (1) year of assignment in Bailiff Division.

TO APPLY

Interested parties should submit, no later than the **APPLICATION DEADLINE**, a letter of intent or E-mail detailing their interest and qualifications along with their full name, PID number, contact address and phone number to:

Deputy Donald Dabney

Phone: 409.763.7594

E-mail: DabneyD@GalvestonCountyTX.gov