

## **Summary**

Serve and protect the Garland community by ensuring safety and order within Municipal Court and City facilities. This role provides courtroom security and bailiff support, while also serving warrants and legal processes, helping uphold justice at the local level.

Target Hiring Range: Up to \$30 per hour based on qualifications

## **Why Team Garland?**

Looking for a career where your work truly matters? At the City of Garland, you will serve your community while building a stable and rewarding career. We are committed to supporting our employees through growth, development, and a culture that values your contributions.

If you are ready to serve your community and be part of a team that values your work, apply today.

## **Essential Job Functions**

- Provide bailiff services at Courthouse.
- Transfer prisoners.
- Provide building security at various City Buildings.
- Process time serve letters issued by the Court.
- Enforce parking ordinances of the City.
- Prepare reports to track arrest of offenders for violations of law at Municipal Court and other City Buildings.
- Monitor and maintain Building security systems at Court, GP&L Building and City Hall.
- Assist City employees in safeguarding cash transactions.
- Communicate with citizens and lawyers interacting with the Court, GP&L and City Hall.
- Perform administrative functions under the direction of the City Marshal to ensure compliance with TCOLE Rules and state law.

## **Minimum Education & Work Experience**

- High School Diploma or GED
- TCOLE Peace Officer License required

## **Preferred Knowledge - Abilities & Skills**

Education/ Experience:

- Some college course work
- 4+ years experience as a full-time Texas Peace Officer

#### Knowledge, Skills & Abilities:

- Knowledge of the Texas Penal Code, Texas Code of Criminal Procedure and Code of Ordinances of the City of Garland
- Knowledge of the use of defensive weapons including firearms, police baton, OC spray and handcuffs
- Ability to communicate effectively with public and City staff
- Ability to develop and review reports for accuracy
- Ability to follow orders in a chain of command
- Ability to present a professional appearance and demeanor

#### Licenses & Certifications

- TCOLE Peace Officer License required
- Valid Class C Texas driver's license

#### **Physical Tasks & Working Conditions**

The incumbent works as a law enforcement officer, must be able to safely use a firearm and other defensive weapons, and may be called upon to take enforcement action including arrest and detention of dangerous and uncooperative persons.