

JOB ANNOUNCEMENT  
84<sup>TH</sup> DISTRICT COURT BAILIFF

Requirements: Applicant must currently hold a Peace Officer License issued by the State of Texas as required by the Texas Commission On Law Enforcement = Standards and Education (TCOLE).

- Currently be certified in courthouse security as required by TCOLE.
- Continual certification with TCOLE is required through the successful completion of annual continuing education hours as determined by TCOLE and the successful completion of qualification in the use of weaponry as required. The Bailiff shall have sole discretion in determining the areas of needed course work to properly comply with TCOLE requirements and properly secure the safety of the Court, the litigants and the public.
- Applicant must have reliable transportation and a flexible schedule. Travel will be required between applicant's home and Spearman and Stinnett, TX.

Duties:

- Selection, implementation and the proper maintenance of all courtroom security systems necessary for the security of the Court, the litigants and the public. Procurement and maintenance of all necessary security equipment essential to the promotion of a safe and secure courtroom environment.
- Selection, establishment and implementation of all security procedures necessary for courtroom security. The Bailiff shall continually monitor all courtroom situations and shall take all necessary actions, including the use of deadly force, when, if and in the event such is required in order to protect the lives of all present. In this regard, the Bailiff shall use his training and expertise to properly secure the courtroom environment.
- Determination, preparation and submission to the Court of all necessary and proper budgetary items relating to the duties of the Bailiff of the 84<sup>th</sup> District Court.
- In the absence of the 84<sup>th</sup> District Court Administrator, the Bailiff shall answer all inquiries and shall make settings for the Court as he determines.

Start date for this position is 1/1/19.

Hutchinson County Application Employment Forms are available from the Hutchinson County Treasurer's Office, or The Hutchinson County Website, Hutchinson County Courthouse, Stinnett, TX Phone (806) 878-4010, Fax (806) 878-4029. All applications must be returned to the Hutchinson County Treasurer's Office.

CLOSING DATE: November 30, 2018, 6:00 P.M.