

# GRAYSON COUNTY JOB POSTING

Equal Opportunity Employer

	Date Posted: April 1, 2019
<b>Position:</b>	Court Bailiff
<b>Department:</b>	397 <sup>th</sup> District Court
<b>Job Number:</b>	H9040101
<b>Salary:</b>	\$46,787 Annual
<b>Duties:</b>	<p>At the direction of an assigned Judge; Court Bailiff performs a variety of responsible civil law enforcement for an assigned court and provides technical assistance to the judicial staff, as appropriate.</p> <p><b>Duties &amp; Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Removes persons from the court as ordered by the Judge; takes into custody those persons as ordered by the Judge.</li> <li>• Protects the Judge, jurors, court personnel and public in the courtroom; inspects all persons coming into courtroom; confiscates weapons prior to and after a court case, as applicable.</li> <li>• Provides security and transportation to jurors including traveling to locations in the county to inspect and review evidence, as appropriate.</li> <li>• Serves subpoenas on defendants; delivers documents to defendants for signature and returns documents to the Judge.</li> <li>• Accompanies Judge to inspection sites for civil action.</li> <li>• Serves documents involved in civil actions including summons, complaints, claims of plaintiffs and orders; serves declarations and orders of examination.</li> <li>• Serves Notice of Entries of Judgements and civil subpoenas; serves and executes warrants for civil arrest; takes persons into custody.</li> <li>• Must have knowledge of procedures, methods and techniques in civil and criminal law; use and care of firearms; principles and practices in legal and administrative procedures; pertinent federal, state and local laws, codes and regulations.</li> </ul>
<b>Qualifications &amp; Requirements:</b>	Must be a Certified Peace Officer and have experience in law enforcement. Must be a high school graduate or equivalent. Must possess a valid driver's license. Must pass a background and pre-employment drug test.
<b>Benefits</b>	Excellent employer paid health insurance, vacation, sick leave, retirement plan and paid holidays. Many options for employee paid voluntary products.

Persons with disabilities are encouraged to request assistance during the application process by calling 903.813.4091.