

EMPLOYMENT NOTICE

WORKING TITLE: BAILIFF
DEPARTMENT: SHERIFF'S OFFICE
REPORTS TO: BAILIFF SUPERVISOR
CLASSIFICATION: GROUP 111-114 (\$22.46 - \$25.94)

GENERAL DESCRIPTION

This position receives direction from the Court Judge, serves as bailiff for an assigned courtroom. Maintains courtroom security, directs parties to proper area, and provides general assistance to the Judge by delivering case files, obtaining information, and performing related tasks. Escorts individuals to the clerk's office and to Jail, and takes custody of prisoners as necessary.

REQUIRED KNOWLEDGE, SKILLS AND ABILITY

Must have the ability to work with the public in a professional manner; basic knowledge of computers; ability to establish and maintain an effective working relationship with co-workers and officials.

EXPERIENCE AND SKILLS

Applicants must be at least 21 years of age, must have High School Diploma or its equivalent. Must hold and maintain Basic Peace Officer TCOLE certification. Must be able to obtain a Texas Jailers License. Must hold a valid Texas Drivers' License.

EQUAL EMPLOYMENT OPPORTUNITY:

Burnet County complies with all State and Federal laws re: non-discrimination against any person in job structuring, recruitment, examinations, elections, appointment, placement, training, upward mobility, discipline, or any other aspect of personnel administration based upon race, age, religion, color, disability, national origin, sex, political affiliation or belief, or any other non-merit factor. Personnel decisions shall be made on the basis of occupational qualifications and job-related factors such as skill, knowledge, education, and ability to perform specific jobs.

APPLICATIONS:

Each applicant is required to submit an application for employment with pertinent information regarding training and experience. Application forms may be obtained at www.burnetcountytexas.org or between the hours of 8:00 am and 5:00 pm from the Human Resources Office, 133 E. Jackson Street or the Burnet County Courthouse, 220 S. Pierce Street in Burnet, Texas. Completed applications will be accepted at the Human Resources Office until November 10, 2017.