



L A M A R C O U N T Y, T E X A S
J O B D E S C R I P T I O N

POSITION	Deputy Sheriff/Courthouse Bailiff	IMMEDIATE SUPERVISOR	Sheriff Scott Cass
OFFICE	Sheriff	CLASS STATUS	Non-Exempt

JOB SUMMARY:

Responsible for assignment in the Lamar County Court House for Court house Security including, the security of the courts, citizens and courthouse employees. Charged with enforcing the laws of the State of Texas, and the performance of specific functions as assigned by supervisors. Must be at least 21 years old, must be a certified Texas Peace Officer and keep certification current, must have a clear and valid driver's license.

PRINCIPAL DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES and any or all tasks assigned as directed by the Sheriff.

Primary duties are the security of the Courthouse, bailiff responsibilities to assigned courts, and security of courthouse employees and citizens.

Vehicle patrol of assigned areas, and other Lamar County buildings.

Performs courthouse security inspections.

Attends courtroom functions.

Provides security to court personnel as required.

Conducts searches of persons and property.

Respond to emergency and non-emergency calls.

Escorts and guards' prisoners during courtroom procedures and interviews.

Provides witness and juror protection as applicable.

Provides home escort security for judicial members or staff under special circumstances

Make arrests.

Prepare reports, file cases, and serve warrants.

Transport prisoners.

Review and prepare testimony for trial.

Provide assistance at crime scenes as directed by supervisors.

Complete any and all tasks assigned as directed by the Sheriff

EDUCATION, KNOWLEDGE, SKILL AND ABILITY REQUIRED:

Must have typing skills, must have basic computer skills; must be responsible and dependable, must be able to work rotating shifts that may include night, weekends, and holidays.

Must have the ability to follow instructions, complete required forms and documents accurately.

Must have a valid peace officers license from the State of Texas

Must pass a physical exam including hearing and eyesight

Must pass a psychological test and drug screen

Must fully complete an agency application for employment

Must pass an oral interview board
Must pass all pre-employment screenings

WORKING CONDITIONS:

Subject to activity that could be life threatening or cause physical harm.
Subject to extended hours of duty sufficient to cause fatigue and moderate stress.
Subject to working hours beyond the normal posted work schedule.
Subject to “on-call” duty.
Requires occasional travel.
Requires periodical physical and weapons training.
Required to attend in-service training classes

Starting Salary: Deputy I - \$37,770 yearly plus \$5.00 per check longevity after a 60-day benefit waiting period.

Deputy II - \$41,547 yearly plus \$5.00 per check longevity after a 60-day benefit waiting period and certificate for Intermediate and above.