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| Job Title: | Bailiff | Immediate Supervisor: | Judge William Harris |
| Department/Group: | County Court at Law | FLSA Status: | Full-Time, Non-exempt |
| Range: | Up to $63,000 | Date posted: | August 19, 2025 |
| Payroll Contact: | Michele Creighton | Posting Expires: | Until filled  |
| Lamar County is an Equal Opportunity EmployerPersons with disabilities are encouraged to request assistance during the application process. Please call the Lamar County HR at 903-737-2486 to request assistance. |
| Applications can be picked up at the Auditor’s Office or on the website http://www.co.lamar.tx.us |
| Fax or E-mail:903-782-1125 or lamarcohr@co.lamar.tx.usSubject Line:Attention: Court at Law Bailiff | Mail:Lamar County HRAttn: Michele119 N Main Room 110Paris, TX 75460 |
| Job Description |
| SummaryProvide security for the County Court at Law primarily including, but not limited to, the Judge and Court Reporter. Assist with daily activities of County Court at Law, assist with juries, including selection process and assisting with witnesses, prepare courtroom, preside over jury room, make courtroom arrest and oversee prisoners, light secretarial duties for Judge. Deputy 3 position requires >5 years of law enforcement experience. Duties and responsibilities* **Regular attendance and timeliness at the worksite is required**. Bailiff shall arrive at work not later than 8:30am daily and not leave before 5:00pm daily (lunch from Noon to 1:00pm) unless directed otherwise by the Judge.
* Assist in the preparation of the courtroom.
* Serve as a court room aid including, but not limited to:
	+ escort witness in and out of courtroom,
	+ seat jurors and Jury Panel,
	+ maintain order in courtroom, jury room and public area immediately outside the courtroom.
* provide information to attorneys, jurors and the public as directed by the Judge.
* Answer telephones and take messages
* Distribute the mail.
* Security patrol of the courthouse as directed by Judge, Sheriff or other law enforcement officers. The Bailiff’s primary duty shall always remain the safety and security of the Court and court staff.
* Oversee prisoners being held for jail transport as directed by the Judge, Sheriff or jail staff.
* Schedule hearings and trials for Judge and/or parties. Timely and correctly update and maintain both paper and electronic calendars.
* Performs other job-related duties and duties as directed by Judge.

Education, knowledge, skill and ability required:* Certified peace officer with at least three years’ experience as a patrol deputy or investigator with an Intermediate Certificate.
* Graduated from an accredited high school, or G.E.D. equivalent, and preferably with two years College training in Law enforcement or Criminal Justice.
* Demonstrated ability to be accurate and precise

Working Conditions:* Be reliable, punctual, dependable and stable.
* Understand the importance of the confidentiality of information held by the Judge and court staff.
* Possess good comprehension and communication skills.
* Subject to activity that could be life threatening or cause physical harm.
* Subject to occasional work beyond normal workweek (8:30 a.m. – 5 p.m. Mon. – Fri.)

Including weekends and holidays.* Requires periodic weapons training.
* Must be able to bend, sit, stoop, reach overhead, climb ladders, and move objects up to the weight of a person.

NOTE: The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required. |  |  |  |