



### Employment Opportunity Notice

Caldwell County Sheriff's Office has an **IMMEDIATE OPENING** for the position of a full-time Courthouse Security Deputy (Bailiff).

The Courthouse Security Division is responsible for providing security in and around the Caldwell County Justice Center. These officers also work as bailiffs inside the courtrooms. The Court Security Deputy's provide general security in and around the courtrooms, which includes security for judicial officials, security for jurors during a jury session of court. The Deputies call the court sessions to order, call recesses and adjournment of court sessions as directed by the presiding judicial official. They may also take persons into custody per court order or judgment and assist the general public with court related and other county government questions. Courthouse Deputies operate the Security Check Point at the entrance to the Justice Center.

#### **ESSENTIAL DUTIES include:**

- Provides security for the justice center and county courthouse.
- Provides security in the courtrooms while court is in session.
- Screens the public at the security check point prior to them entering the justice center.
- Assist the judges and magistrate in the daily operation of court sessions including the handling of case files and escorting defendants and other persons to the courtroom.

#### **The ideal candidate must:**

- Be a Texas Peace Officer
- Have at least one year of experience
- Be available to work 8-5pm shift
- Uphold high level of confidentiality and professionalism
- Be dependable
- Be a team player

The annual salary for this position will be up to \$36,106.00. Full-time positions receive full county benefits. The comprehensive benefit package includes: retirement, longevity pay, longevity leave, sick leave, vacation leave, paid holidays, group term life insurance and free medical insurance for employee.

Applications are available at the Sheriff's Office (1204 Reed Drive in Lockhart or via our website at [www.co.caldwell.tx.us](http://www.co.caldwell.tx.us)). Application submitted **MUST be completed on the SHERIFF'S OFFICE APPLICATION FORM**. Please make sure to read the instructions carefully. Please attach copies of diploma/GED, proof of citizenship and any certifications you may have.

Applications will be accepted until the position is filled. If you have any questions you may contact Chief Deputy Mike Lane at 512-398-6777 ext. 4502