

LIBERTY COUNTY DISTRICT ATTORNEY'S OFFICE

Job Title:	PEACE OFFICER	Job Category:	COURTHOUSE SECURITY
Department / Group	District Attorney's Office	Job Code/ Req#:	
Location:	Liberty	Travel Required:	No
Level / Salary Range:	\$59,139.01	Position Type:	Full Time
Contact:	Ivan Pearce	Date Posted	
Will Train Applicant (s):	Yes	Posting Expires:	
<u>ORIGINAL</u> Applications Accepted By:			
MAIL OR IN PERSON TO: Ivan Pearce 1923 Sam Houston, Suite 112 Liberty, TX 77575			
Job Description			
Role and Responsibilities <ul style="list-style-type: none"> • Provide security for interior and exterior of courthouse; • Monitor and staff public entrance; • Monitor exits and employee entrance; • Provide security in courtroom; • Make arrests as needed; • These are the main duties assigned to this position but are not limited as the only duties. 			
Qualifications and Education Requirements <ul style="list-style-type: none"> • High School Diploma; • Basic Peace Officer Certification; • Good written and verbal communication skills; • Good attitude when dealing with the public; • Knowledge in Microsoft Word and Excel. 			
Preferred Skills <ul style="list-style-type: none"> • Spanish Speaking 			
General Information <ul style="list-style-type: none"> • An extensive background investigation of each applicant, including a complete review of any and all criminal history information will be conducted. A satisfactory drug test will be required as a condition of employment.. 			
Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By;		Date / Time:	