

## Liberty County District Attorney's Office

<b>Job Title:</b>	PEACE OFFICER	<b>Job Category:</b>	COURTHOUSE SECURITY
<b>Department/Group:</b>	District Attorney's Office	<b>Job Code/ Req#:</b>	
<b>Location:</b>	Liberty	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	\$44,365.00 Year	<b>Position Type:</b>	Full time
<b>HR Contact:</b>	Debbie Dean	<b>Date posted:</b>	
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	
<b>External posting URL:</b>			
<b>Internal posting URL:</b>			
<b>ORIGINAL Applications Accepted By:</b>			
<b>MAIL OR IN PERSON:</b>			
Liberty County Treasurer's Office – HR Department ATTN: DEBBIE DEAN 1901 Cos Street Liberty, Texas 77575			
<b>Job Description</b>			
<b>Role and Responsibilities</b>			
<ul style="list-style-type: none"> <li>• Provide security for interior and exterior of courthouse;</li> <li>• Monitor and staff public entrance;</li> <li>• Monitor exits and employee entrance;</li> <li>• Provide security in courtrooms;</li> <li>• Make arrests as needed;</li> <li>• These are the main duties assigned to this position but are not limited as the only duties.</li> </ul>			
<b>Qualifications and Education Requirements</b>			
<ul style="list-style-type: none"> <li>• High School Diploma;</li> <li>• Basic Peace Officer Certification;</li> <li>• Good written and verbal communication skills;</li> <li>• Good attitude when dealing with public;</li> <li>• Knowledge in Microsoft Word, Excel, and Access;</li> </ul>			
<b>Preferred Skills</b>			
<ul style="list-style-type: none"> <li>• Spanish Speaking</li> </ul>			
<b>General Information</b>			
<ul style="list-style-type: none"> <li>• 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.</li> </ul>			
<b>Reviewed By:</b>		<b>Date:</b>	
<b>Approved By:</b>		<b>Date:</b>	
<b>Last Updated By:</b>		<b>Date/Time:</b>	