



**ECTOR COUNTY, TEXAS
HUMAN RESOURCES DEPARTMENT**

**COURT BAILIFF/WARRANT OFFICER
JUSTICE OF THE PEACE**

The Ector County Justice of the Peace is in need of a Bailiff. The Bailiff will be under the direct supervision of the Justice of the Peace.

PRIMARY DUTIES: Responsible for providing primary security in the courtroom anytime the court he/she is assigned to is in session; provide security for the judges and court staff at the Ector County courthouse at all times; provide secondary security for the Ector County courthouse when the court he/she is assigned to is not in session; manage the jury and coordinate all communications between the judge and jury during jury trials; respond to emergency calls from other courts and offices in the Ector County courthouse; escort jurors and court staff to and from their vehicles after court proceedings have adjourned; escort judges to meetings outside the Ector County courthouse, as needed; retrieve files and other necessary information from various offices within the Ector County courthouse, or elsewhere as needed; prepare lists of all individuals who fail to appear for arraignments, jury service, and other required court proceedings; coordinate with jail personnel the inmates that are to be transported to and from the courtrooms for court appearances; and perform other security-related duties, as necessary.

MINIMUM QUALIFICATIONS: High School Diploma/GED; Intermediate Certification from the Texas Commission on Law Enforcement (TCOLE); must be able to perform all essential functions of the position and meet physical demands of the job; and have a minimum of five (5) years law enforcement experience. See "Primary Duties" for details of requirements.

SALARY: DOE with excellent benefits; hours are Monday-Friday 8:00 a.m. – 5:00 p.m., with occasional after hours duty if court is delayed.

APPLICATION DEADLINE: Until sufficient applications have been submitted for considerations.

Please apply at the Ector County Annex Building, 1010 East Eighth St., Human Resources Room 126, Odessa, Texas. Ector County does not discriminate on the basis of race, color, national origin, sex, religion, age and disability in employment or the provision of services.

NOTICE: Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization. Passing a pre-employment urinalysis drug screen is required.