



City of West Lake Hills Texas

DATE	AUGUST 2021
JOB TITLE	COURT BAILIFF/PT
DEPARTMENT/DIVISION	MUNICIPAL COURT
REPORTS TO:	MUNICIPAL JUDGE
FLSA	NON-EXEMPT
HOURLY	\$30.00-\$40.00
EEO	

SUMMARY: Under general direction of the Municipal Court Clerk, the Bailiff provides law enforcement and protective services within the Municipal Court to protect City employees and the public, and foster general public compliance with City, State, and Federal laws. Responsible for providing order to the Court and its proceedings along with other law enforcement activities as needed.

SUPERVISORY/BUDGET RESPONSIBILITIES: None

ESSENTIAL JOB FUNCTIONS:

- Regular, reliable, and punctual attendance is an essential function of the job.
- Maintains security, integrity, and effectiveness of the Municipal Court. Ensures courtroom safety and compliance with courtroom procedures. Participates in aspects of efficient courtroom operations including check-in and seating of jurors.
- Acts as liaison between jurors and court.
- Provides information and assistance to defendants and the general public.
- Reviews and signs affidavits.
- Evaluates security and operating procedures and makes recommendations to Municipal Judge. Operates and maintains court security equipment.
- Research warrants/subjects by accessing city, state, or federal records to enable dispositions of disputed cases or warrants to ensure all pertinent information is available to proceed accordingly.
- Attempts to contact or locate people who have not fulfilled their court obligations.
- Executes warrant of arrest and/or serves civil process issued out of the Municipal Court, Officer of the City Attorney, City Prosecutor, City Secretary, City Health Official, or any municipal entity possessing subpoena power to obtain evidence for court proceedings.
- Serves summons locally and in surrounding areas.
- Performs all other related duties as may be assigned.

WORK SCHEDULE:

- The Municipal Court typically meets 2 times per month on the 2nd and 3rd Thursday of the month but may vary depending on the criminal and civil docket schedule. The work hours for both days will begin at 8:00am and end at 5:00 pm unless a hearing is still being held.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED TO PERFORM WORK:

- Knowledge of courtroom and rule of evidence procedures.
- Knowledge of Code of Criminal Procedures with regards to laws governing Class "C" misdemeanors.
- Knowledge of warrant processes.
- Arranges and set-up courtroom properly before and after trials, hearings and arraignments.
- Ability to decipher court judgments.
- Ability to interpret and communicate legal terminology.
- Ability to deal effectively with the public under adverse conditions and provide courteous customer service.
- Skilled in mitigating hostile situations.

- Skilled in apprehending and detaining individuals.
- Skilled in reading, interpreting, applying, and explaining rules, regulations, policies, and procedures effectively.
- Skilled in operating a computer and related software applications.
- Skilled in maintaining sensitive and confidential information.
- Administer CPR/first aid in emergency medical situations.
- Travel to attend meetings, conferences and training.

MINIMUM QUALIFICATIONS:

- Must have basic law enforcement officer certification from the Texas Commission on Law Enforcement (TCOLE).
- State of Texas Class “C” or higher driver’s license.
- High School diploma or equivalent required.
- One (1) of year of courtroom or law enforcement, detention or jail experience.

PREFERRED QUALIFICATIONS:

- Bilingual (English/Spanish).

WORKING CONDITIONS AND HAZARDS:

- Potential exposure to contagious diseases from contact with the public and/or defendants.
- Exposed to all weather conditions, habitual violators, belligerent, hostile, and uncooperative defendants.
- Subject to obscene verbal/physical injury.
- Work is typically performed in a standard office environment.
- Frequent reaching, sitting, standing, walking, talking, seeing hearing, and manual dexterity.
- Occasional lifting and carrying of over 50 pounds.

CONDITIONS OF EMPLOYMENT:

- Must be a U.S. citizen, 21 years of age to be sworn Texas officer.
- Must pass motor vehicle records check.
- Must pass pre-employment drug test.
- Must maintain basic law enforcement officer certification from Texas Commission on Law Enforcement (TCOLE).
- Must maintain Texas Law Enforcement Telecommunications System Access (TLETS) eligibility for continued employment in position (TLETS provides access to TCIC and NCIC)
- Valid Texas Crime Information Center and National Crime Information Center (TCIC/NCIC) Certification within one (1) year of employment and re-certified yearly.
- Required to pass a thorough background check and maintain Criminal Justice Information Systems eligibility (CJIS).
- Court Security Certification (TCOLE Course 10999) by first anniversary of date in which officer begins providing security to the court.
- Possess physical ability to perform duties assigned while protecting others as well as self.

Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. This description reflects management’s assignment of essential functions and is not necessarily an exhaustive list of all responsibilities; it does not proscribe or restrict the tasks that may be assigned.

This job description is subject to change at any time.