



## EMPLOYMENT OPPORTUNITY

JOB TITLE: Deputy/Court Bailiff

DEPARTMENT: Sheriff's Office

REPORTS TO: Sergeant

ANNUAL SALARY: Based on years of experience. Will be full time/32 hours per week (benefits will be discussed during interview process)

APPLICATION PERIOD: January 4, 2018 – until filled

### JOB SUMMARY AND PRINCIPLE DUTIES:

Performs duties as District Court Bailiff during all District Court proceedings and will fill in as needed, for security inside the court house. Performs Justice Court Bailiff duties as needed. And, any other additional duties as may be assigned.

### QUALIFICATIONS:

High school diploma or successfully obtained a GED;

TCLEOSE certification;

Possess a valid driver's license with acceptable driving record;

Pass a pre-employment physical fitness test, medical physical and drug test; and

Pass a comprehensive background check, polygraph, search of local, state, and U.S. national records and fingerprint files to disclose any criminal record.

**Please submit application to:**

**Sheriff's Office  
201 North Court  
Anahuac, Texas 77514  
(409) 267-2500**

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