

## **BAILIFF DEPUTY SHERIFF JOB POSTING**

The Hill County Sheriff's Office, a community-oriented team of law enforcement professionals, is seeking to fill immediate openings. If you are a quality individual looking for long-term employment in a rewarding field, please apply today.

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### **PURPOSE:**

Maintain order, opening and recessing court, and accompanying inmates to and from District Court, Criminal Court, or County Court at Law court. Provides security for the courthouse and participants.

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**STARTING PAY:** \$17.88/hour; \$37,183/year; after first year: \$18.31/hour; \$38,092/year (base pay)

### **DUTIES & RESPONSIBILITIES:**

- Observe, detect, and apprehend violators of the law;
- Respond to emergency calls and take appropriate action;
- Conduct investigations and determine appropriate action regarding incidents;
- Complete detailed and accurate reports, and maintain an acceptable level of self-initiated activity;
- Identify and analyze problems, evaluate solutions, and make sound judgments;
- Work in a variety of conditions;
- Communicate effectively both verbally and in writing with a variety of people, and
- Efficiently perform with little supervision.
- Escorts inmates, applying handcuffs, and/or leg restraints, and notifying Jail officials of changes in inmates' status.
- Places into custody defendants sentenced to active time, securing with restraining instruments, and advising Jail officials of status.
- Will assist the judges and bailiffs of the Hill County and District Courts in maintaining the order and decorum of those inmates in custody in the courtrooms.
- Will perform emergency first aid for inmates when applicable.
- Is subject to the usual physical exertions and hazards of law enforcement work and is required to perform additional duties as directed, but not enumerated here.
- Regular and punctual attendance is required.

### **REQUIREMENTS**

- Be at least 21 years of age; be a citizen of the United States; possess a HS Diploma or equivalent
- Possess a valid state driver's license and have a good driving record
- Possess Peace Officer TCOLE license
- Ability to work various shifts, weekends and holidays
- Must be able to perform defense tactics against individuals and frequently interact with hostile/combative people

- Must meet all proficiency requirements per Texas Administrative Code Title 37, Part 7, Chapter 221, as well as completion of course #10999.
- Candidates will be expected to participate in and pass a medical examination including drug testing. • All sworn personnel shall complete a minimum 12 month new-hire probationary period

**SPECIAL REQUIREMENTS/KNOWLEDGE, SKILLS & ABILITIES:**

- Must meet all proficiency requirements per Texas Administrative Code Title 37, Part 7, Chapter 221, as well as completion of course #10999.
- Carefully observe incidents and situations, accurately remembering names, faces, numbers, circumstances and places;
- Make independent judgments and adopt quick, effective, and responsible courses of action at any time;
- Prepare clear and comprehensive reports;
- Effectively represent the Sheriff's Office in contacts with the public and other law enforcement agencies;
- Establish and maintain cooperative relationships with those contacted during the course of work;
- Possess and maintain a cooperative and positive attitude;
- Required to occasionally work overtime – may include weekends and evenings;
- Required to be bondable under the Sheriff's Official Bond;
- Required to participate in continuing education courses.

**BENEFITS & PERKS:**

- Certification/Education Pay; monthly stipend available upon hire.
- Specialized Skills Pay: monthly stipends available up to \$300/month/employee
- Longevity Pay after completion of three years of service.
- PTO (Paid Time Off): Accrued 6.81 hours per pay period
- 13 paid holidays observed per year
- FREE employee medical, dental and life insurance
- Take home car program
- 12 hour shifts with every other weekend off
- Uniforms and equipment, including vest, sidearm, leather gear and a cell phone are provided.

**RETIREMENT:**

- Hill County is a member of Texas County & District Retirement System (TCDRS).
- 7% of your gross wages per pay period are contributed and matched 2 to 1 by the County
- Vesting requirement is 8 years of continued service.

**TO APPLY:** Go to [www.PoliceApp.com/HillCountyTX](http://www.PoliceApp.com/HillCountyTX)