

Bailiff/Courthouse Security/Court Clerk Job Description

Job Title: Bailiff/Security Officer/Court Clerk

Location: Panola County Courthouse and the Panola County Judicial Center Annex

Job Status: Vacancy

Department: Panola County Sheriff's Office, 123rd Judicial District Court, Panola County and the County Court at Law

Pay Range: \$20.86 per hour

Reports To: The Panola County Sheriff, the County Judge and the Judges of the 123rd Judicial District Court and the County Court at Law

Approval: Commissioners Court and the County Judge

Application Deadline: October 10, 2018 by 4:30 p.m.

Eligibility: Applicant must be at least 21 years of age and hold a Peace Officer License under Chapter 415 from the Texas Commission on Law Enforcement Officer Standards and Education.

Summary: Maintains order, decorum, and housekeeping in the courtroom; performs errands and other assignments as required by the Judges and Court Manager; generally assists Judges and Court Manager in a wide range of court associated functions; uses iPad and Courtroom audio/video equipment; uses computer for locating pleadings and other court documents. May, on occasion, type, file, make copies, and fax; answer telephones and take notes.

DUTIES AND RESPONSIBILITIES

Essential Job Functions: Provides security in the courtroom area for Judge, attorneys, court personnel, jury panel, and others in the courtroom; screens all people entering the courtroom; screens all visitors to the Judge's Chambers; maintains proper order while court is in session; ensures orderly flow of court proceedings; opens court; escorts jurors to courtroom; seats jury panel; responsible for jurors throughout trial; escorts witnesses into the courtroom; assists Judge and attorneys as requested; provides assistance to Court Manager and other court personnel as needed such as typing, faxing, filing, answering telephones and performing various clerical functions; performs errands and assignments; uses computer to access pleadings and other documents. Master the use of an iPad or laptop to control audio/visual equipment in the Courtroom. Regular and predictable attendance is an essential function of this position. The Court must be able to rely on your attendance.

Other Job Functions: Performs other job related duties as directed.

NOTE: The above describes the general nature and level of work being performed by employees holding this position. This is not intended to be an exhaustive list of all duties and responsibilities required nor are all duties listed necessarily performed by any one employee so classified.

Equipment Used: iPad; Copy machine; fax machine; computer; other general office equipment as needed.

JOB REQUIREMENTS

Education & Experience: High school diploma or GED; certified peace officer; experience in a legal/court environment desirable.

Specialized Requirements: Cannot have criminal record of any kind. Must be able to type, file, use computer, fax and copy machine.

Knowledge, Skills & Abilities: General knowledge of proper courtroom procedure; excellent interpersonal skills to deal effectively with the public, jury panels, juries and co-workers, including Judge, Court Manager, Court Reporter and other court personnel. Knowledge of general clerical procedures and processes, ability to operate a computer and various software.

WORK SITUATIONS/DEMANDS/EFFORT: Duties require organizational capabilities; constant vigilance and alertness to observe courtroom; working as part of a group; dealing with the general public and with individuals; flexibility in order to perform a variety of duties; performing routine, repetitive duties; possible irregular hours if trials continue past 5:00 p.m.; standing long periods, sitting at a desk, working at a computer terminal, copying, faxing, doing research; performing errands and miscellaneous assignments.

WORKING CONDITIONS: Work is performed in a climate controlled courtroom environment and in an open office area which is shared with others and is readily accessible to the general public.

PHYSICAL REQUIREMENTS: Duties require prolonged sitting in the courtroom during trials; periods of prolonged standing; frequent standing and walking; occasional light lifting, carrying and/or moving objects weighing up to 20 lbs.