

JOB DESCRIPTION

Job Title: Part-time Bailiff/Courthouse Security Officer

Location: Panola County Courthouse and Panola County Judicial Annex

Job Status: New creation

Dept.: Panola County

Pay Range: \$24.47 per hr

Date Written: 01/11/23

Written By: County Judge Rodger G. McLane;

Approval(s): Commissioners' Court

Eligibility:

- a. To be eligible to be appointed as Bailiff to serve the Panola County Courts, a person 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.

Accountability:

- a. An individual appointed to serve as Bailiff of the Panola County Courthouse holds office at the will of the County Judge and Commissioners of Panola County.

Duties/Responsibilities:

The Bailiff shall:

- a. Serve as courthouse security officer for the Panola County Courthouse, Panola County Judicial Center, grounds and personnel when court is not in session;
- b. Attend all sessions of the County Court and Commissioners Court and remain until dismissed by the Judge;
- c. Conduct a physical inspection of the courtroom prior to and at the end of each court session;
- d. Secure the courtroom when the court is not in session;
- e. Be familiar with the daily schedule of the court and the Judge in the event special security is warranted;
- f. Conduct daily inspections of all security equipment such as duress alarms, fire

alarms, telephone and intercoms, fire extinguishers, first aid kit, etc.;

- g. Conduct daily inspections of any temporary prisoner holding area for contraband and room security;
- h. At the direction of the Judge, or in accordance with policy established by the Court, inspect and search persons and personal effects entering the courtroom for weapons;
- i. Assist in seating court participants and spectators;
- j. Perform opening and closing ceremonies of the Court;
- k. Maintain order and decorum in the courtroom while court is in session;
- l. Ensure the personal safety of the Judge, Commissioners, Prosecutors, courthouse employees and public;
- m. Maintain custody of prisoners in the courtroom or assist officers having such custody;
- n. Assist in transporting prisoners between jail and courtroom, when necessary or directed by the Judge;
- o. Provide security in corridors, chambers, or other courthouse spaces;
- p. Periodically check the Judge parking spaces to keep unauthorized persons and vehicles from the area;
- q. Taking and/or delivering messages to and from the Judge or other court officers;
- r. Call names of parties and witnesses;
- s. Work with Maintenance Superintendent in coordinating the physical maintenance of the courtroom including seating arrangement, working condition of microphones, lighting, air conditioning, janitorial services, etc.
- t. Shall make arrests for criminal violations committed in his/her presence and/or pursuant to writ, warrant or other order of the Court.
- u. Obtain and/or maintain Peace Officer credentials and certification from TCLEOSE;
- v. Have technical skills to operate the equipment in the courtrooms;
- w. Be able to operate the door security computer system; and

- x. Perform any other job related tasks assigned by the Judge.

Notwithstanding anything to the contrary, nothing shall prevent the Sheriff from assigning additional deputies to the Courtrooms when circumstances require or when the Judge of such courts request such assignment.