



## HAYS COUNTY JOB POSTING

|                             |                            |                             |                 |
|-----------------------------|----------------------------|-----------------------------|-----------------|
| <b>Job Title</b>            | Deputy Constable - Bailiff | <b>Job Number</b>           | 635-0885-042021 |
| <b>Department Head</b>      | Constable Precinct 1       | <b>Date Open</b>            | April 20, 2021  |
| <b>Salary Range Minimum</b> | \$4,242.59 Monthly         | <b>Application Deadline</b> | Until Filled    |

**In order to be considered for employment with Hays County submit the following documents:**

- Hays County Constable Application
- Cover Letter
- Resume

**Find Hays County Employment Applications at:**

- Pre-printed forms at the Hays County Human Resources department
- Request PDF forms from [amanda.cowan@co.hays.tx.us](mailto:amanda.cowan@co.hays.tx.us) via email

**You may submit your application documents in any of the following ways:**

- Hand-deliver to 712 South Stagecoach Trail, Suite 1063, San Marcos, TX 78666
- Fax: 512-393-2227
- Email: [amanda.cowan@co.hays.tx.us](mailto:amanda.cowan@co.hays.tx.us)

**Education and/or Experience**

Any equivalent combination of experience or training may be substituted one year for year basis.

- Requires High School diploma or GED.
- Requires a minimum of 2 years of Law Enforcement and/or Bailiff experience.

**Other Qualifications, Certificates, Licenses, Registrations**

- Class C Driver's License.
- Certification as a peace officer by the Texas Commission on Law Enforcement Ability to maintain firearms proficiency.
- Ability to maintain continuing education requirements for the State of Texas

**Required Skills**

- Ensures security and safety of Judges, court staff, court participants, and the general public.
- Executes arrest warrants.
- Transport arrestee to jail or court.
- Prepares courtroom for trials and hearings.
- Responsible for care, custody and control of jurors assigned to County Courts at Law.
- Enforces courtroom rules of behavior.
- Prevents courtroom entry during jury charge.
- Prepares warrants.
- Assists with custody of defendants.
- Assists Judges and court staff with daily court activities, including but not limited to calling dockets, impaneling juries, scheduling cases and researching legal issues.
- Supports other staff in office duties when court is not in session.
- Provides public assistance to the general public.
- Participates in training as assigned on subjects such as courtroom security, state and local criminal, civil and traffic laws, and traffic enforcement, including vehicle stop and approach techniques, and the proper use of radar units.
- Coordinates emergency response plans with Government Center Security, law enforcement representatives, and the emergency management department.
- Effectively utilizes resources available to perform the job.
- Maintains TCOLE certification through approved training.
- Enforces traffic laws including school zones, construction zones, subdivisions and County roads as needed.
- Prepares written and oral reports and presentations.
- Follows up on cases being investigated and assists other agencies (e.g. Fire, EMS, Department of Public Safety and other public safety agencies) and testifies in courts as needed.
- Observes activities and initiates appropriate actions while on patrol.
- Answers civil questions and assists public with non-law enforcement related problems.
- Performs other duties as assigned.

**Summary**

Under general supervision, the Deputy Constable - Bailiff maintains security inside and outside of courtrooms and performs Court Bailiff duties, The Deputy Constable – Bailiff executes criminal arrest warrants and transport arrestees to jail or court and perform other duties as assigned. This position enforces all civil, criminal, and traffic laws of the State of Texas and Hays County. The Deputy Constable - Bailiff assists other agencies (e.g. Hays County Sheriff's Department, San Marcos Police, Kyle Police, Buda Police, Texas Highway Patrol, University Police, and other public safety agencies) to protect the citizens of Hays County and anyone traveling through Hays County. Individuals in this position serve at the pleasure of the current elected official.

**The Deputy Constable – Bailiff is not included in the Hays County Collective Bargaining Agreement (Bargaining Unit) per Article 2 Section 2.**

Hays County is an EEO employer. In compliance with the Americans with Disabilities Act, Hays County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. **An offer of employment is contingent upon successful completion of background checks, including reference checks, criminal history, and driver's license checks and driving history.**