

Bailiff

Applications are being accepted for two Bailiffs with the Randall County Courts at Law. Applicants will be interviewing with both Judge Anderson and incoming Judge Martindale together. Anticipated start dates are July 2018 and December, 2018. Exact start dates to be determined. Submission to a drug test and background check required as condition of employment.

Essential Duties and Responsibilities:

Non-exempt hourly employee. Responsible for court security, including courtroom, court offices, and to assist other bailiffs and courthouse security officer as needed. Works extensively with the public and lawyers, and must exhibit proper decorum and a helpful attitude to reflect positively on the court, the judicial system, and Randall County in general, while maintaining a secure and safe environment.

Randall County maintains a smoke-free working environment. **Current job description available from Randall County Human Resources.**

Salary: Salary range approx. \$3800-4400/month, depending upon qualifications, TCLEOSE certifications, and experience, plus full county benefits.

Return completed application (available on website) with a letter of interest as an email attachment to hr-payroll@randallcounty.com, fax to (806) 477-1702 or in person to the Human Resources Office, 501 16th St, Ste. 302, in Canyon. Randall County is an E.O.E.

APPLICATIONS ACCEPTED THROUGH June 1, 2018.