

## **BAILIFF DEPUTY SHERIFF**

**STARTING PAY:** \$18.42/hour; \$38,313/year; after first year: \$18.86/hour; \$39,228/year (base pay)

**JOB SUMMARY:** 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. Awaiting or actively participating in FTO. May perform other related duties as required. Functions may vary by individual assignment.

Monthly stipends based on certification/education and specialized skills. For full job description and/or to apply go to: <https://www.co.hill.tx.us/page/hill.Jobs.Openings>

### **REQUIREMENTS**

- Must be at least 21 years of age; be a citizen of the United States **AND** possess a HS Diploma or equivalent
- Must possess a valid state driver's license and have a good driving record
- Must possess Peace Officer TCOLE license
- Ability to work various shifts, weekends and holidays
- Must have the knowledge necessary to understand basic operational, technical, and office processes;
- 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 (within 12 months of hire date).
- Carefully observe incidents, 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 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:**

- Additional monthly stipends paid for certification/education level
- 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
- Uniforms and equipment, including vest, sidearm, leather gear and a cell phone are provided
- 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.