

WILLACY COUNTY

EMPLOYMENT OPPORTUNITY

Date: September 19, 2023

Deadline: Until Filled

POSITION: BAILIFF

JOB LOCATION:

WILLACY COUNTY- 197TH District Court, Willacy County Administrative Building
576 West Main Street Raymondville, Texas 78580

PAY PLAN: \$41,666.00 per year

BENEFITS: Willacy County offers benefits including health and life insurance protection, sick and annual leave, retirement system and paid holidays.

QUALIFICATIONS: High School graduate or its equivalent (GED) and **must** have or hold a Peace Officer Certification by the Texas Commission on Law Enforcement **by the hire date**. Applicant must also be able to read, write, speak and understand English clearly and precisely. Must have no felony or misdemeanor convictions and must be able to pass background check.

DESCRIPTION OF DUTIES: Oversees all courtroom activities including but not limited to maintain order in the courtroom and enforcing courtroom decorum to include jury, counsel, defendant, and witness and guest attendance. Opens court by announcing the judge's arrival, closes court by announcing the judge's departure, and assists the Judge and court staff during all court proceedings as directed. All employees are required to maintain a confidentiality agreement with the department keeping records, reports, files and information confidential

DESIRED SKILLS:

The ideal candidate will possess the following knowledge and abilities:

- Knowledge of courtroom etiquette, procedures, jury impaneling and handling. General understanding of office practices, procedures, and equipment including basic record keeping principles and techniques.
- Knowledge of case management systems and statistical methods. Ability to communicate effectively both orally and in writing. Ability to maintain confidentiality, professional decorum, and adherence to legal and ethical requirements.
- Ability to enforce with tact, diplomacy, and firmness.
- Ability to establish and maintain effective demeanor under a heavy workload and in stressful situations along with the ability to organize, prioritize and coordinate work, research and prepare reports.

DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO:

- Assisting judges in maintaining order and decorum in the courtroom
- Maintaining court and jury facilities/facilitation
- Assisting the court and counsel with impaneling the jury
- Providing jury escort to and from the courtroom
- Providing personal service to the jurors during jury sequestration
- Transmitting instructions and exhibits from court to jurors
- Providing basic administrative support to court administration while the jury is deliberating
- Performs other duties as assigned by the presiding Judge or Court Administrator.

HOW TO APPLY: Submit resume at the 197th District Court, Willacy County Administrative Building @ 576 West Main Street Suit 112 Raymondville, Texas 78580

CONTACT: Veronica Caballero@ 956-689-6250 or email: district.court@co.willacy.tx.us