

The Red River County Sheriff's Office is taking Applications for **the** position of Bailiff/Deputy.

Opening date is 03/28/2025.

Minimum Requirements: Must be 21 years of age, have a **TCOLE Peace Officer License**, and have a valid Texas driver's license.

Job Summary: The primary duties of this officer would be to **protect** and serve as a Bailiff at the Red River County Courthouse in all types of **trials and** hearings for District and County Courts. This officer would also while not **performing** duties at the courthouse perform duties at the Red River County **Sheriff's** office.

Job Scope: Perform the Duties assigned as a Bailiff for the Red **River** County Court House, conducts criminal investigations, which includes **interviewing** witnesses, victims and suspects and collecting information and **evidence** that would lead to the apprehension and conviction of suspects or **lead to** individuals no longer being suspects.

Principal Duties and Responsibilities:

1. Bailiff at the Courthouse for District and County Courts.
2. Work a 40hr work week.
3. Patrol the County.
4. Answer Calls.
5. Take Reports.
6. Serve Civil Papers.
7. Transport Prisoners and Inmates.
8. Complete search warrants and keep up with all legal issues **concerning** investigations.
9. Prepare reports for the District Attorney's Office.
10. Make arrests with and without warrants.

11. Conduct interviews in order to gather all facts in a case and obtain confessions of crimes.
12. Maintain chain of custody of physical evidence from crime scenes, crime laboratories, and evidence lockers.
13. Return evidence to the proper owner when the case has been disposed.
14. Provide accurate and honest testimony in court.
15. Perform other duties as may be assigned.
16. Participate in community events in order to build relationships with the public.
17. Must be able to work well with other officers and surrounding agencies, to include the District Attorney's Office, local courts, and the Justice of the Peace.

Personal Characteristics:

The applicant is responsible for encouraging and facilitating a harmonious working environment. The following interpersonal and personal characteristics are expected.

1. Display enthusiasm for the job, which includes attendance, performance and conduct;
2. Ability to work effectively and cohesively with others;
3. Demonstrate professionalism, integrity, dependability and maturity;
4. Display courteous, respectful, and polite demeanor towards coworkers and members of the public;
5. Recognize the importance of being a team member that creates a positive working environment.

Other Aspects of The Job: Must demonstrate sound knowledge of criminal law, investigation and crime prevention methods, and the knowledge of the rules of evidence and the laws governing the custody of persons and search and seizure.

Conditions of Employment: Applicants will be required to undergo drug and alcohol testing prior to employment and will be subject to random drug and

alcohol testing throughout their period of employment. Applicants must also complete an extensive background investigation and possibly a medical and psychological examination prior to employment. Must have and maintain a satisfactory driving record and must have and maintain a valid Texas driver's license. Punctuality and regular attendance is required. Must have and maintain a Texas Peace Officer certification. **THOSE INDIVIDUALS WHO MEET THE MINIMUM REQUIREMENT AND WISH TO APPLY FOR THE POSITION SHOULD COMPLETE THE TCOLE PERSONAL HISTORY STATEMENT/APPLICATION FOR EMPLOYMENT AND DELIVER IT TO SHERIFF CALDWELL.**

Note: The above declarations are not intended to be an "all-inclusive" list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and ability required to do the job. Rather, they are intended to describe the general nature of the job.

Red River County is an Equal Opportunity Employer