



ORANGE COUNTY SHERIFF'S OFFICE

P. O. Box 1468 • Orange, TX 77631-1468
Orange Office (409) 883-2612 • Vidor Office (409) 769-6391
Lchapman@co.orange.tx.us • www.ocsheriffsoffice.com



BOBBY SMITH
SHERIFF

RICHARD HOWARD
CHIEF DEPUTY

Deputy Sheriff - Civil

Division: Support

Department: Sheriff's Office

Salary: Starting at \$28.28 / hour

Eligibility: Must have certified Texas Peace Officer License to be eligible for this position. One to three years certificate from college, and/or three to six months minimum related experience in law enforcement and/or training, or equivalent combination of education and experience.

Duties: Delivery and execution of civil process; seize real and/or personal property by court order; calculate figures and amounts; advertise sheriff's sales and other legal notices; post process; conduct sheriff's sales; enter information from civil process and warrants in civil logs; sex offender compliance and verification; assist bailiff/courthouse security, transport and warrants division as needed; protection of life and property and the general enforcement of state, federal, and local laws in accordance to policies, procedures, and regulations. Other essential duties and responsibilities may be assigned.

All personal history statements / applications, which are available at the sheriff's office or online at <https://ocsheriffsoffice.com/jobs>, as well as letters of interest must be filed no later than 2:00 P.M. on July 7, 2025 with Susan Bland of Personnel at (409) 882-7942. Include a brief description of your qualifications for the position listed.

Any applicant tentatively selected for this position will be required to submit to testing for illegal drug use prior to employment. We are an equal opportunity employer. We do not discriminate based on race, religion, color, age, national origin, or disability.

Contact:

Susan Bland
(409) 882-7942

Orange County Sheriff's Office
Sbland@co.orange.tx.us

Personnel Office