



## 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 - Bailiff

**Division:** Support

**Department:** Sheriff's Office

**Salary:** Starting at \$29.28 / hour

**Eligibility:** Must currently hold a Texas Peace Officer's license with the State of Texas and must be in compliance/good standing with the Texas Commission on Law Enforcement Officer Standards and Education. Must possess a valid Texas Driver's License. Completion of courses pertaining to court room security is recommended. Specific Skills – Effectively dealing with the public under adverse situations.

**Duties & Responsibilities:** Responsible for maintaining order and security of the courtroom, provide courthouse security and guards jury from outside contact. Each Bailiff may have varying job description, to include any listed below, depending on the Judge presiding over the court he/she is assigned. Work may occasionally involve an element of personal danger and employee must be able to act without direct supervision and to exercise independent discretion when meeting emergencies. Will work in accordance with the departmental policy and procedure manual. Provides security for the Judges, their staff and all courthouse employees. Examine courtroom for security concerns and cleanliness. Opens court sessions and remains present in courtroom for all proceedings. Screens all persons requesting admittance to secured court areas. Transports defendants to and from the Orange County Correctional Facility and the courtroom for trials and hearings when necessary. Seats the jury and maintains all paperwork and supplies as needed for jury Escorts jury to restaurants and other areas outside the courtroom to prevent public contact when instructed. May also guard lodging of a sequestered jury. Responds to emergency situations when called by the Sheriff's Office in the capacity of being a full-time certified Deputy.

Prepares list for Jail staff of inmates to be transported to court. Assist Court Coordinator by retrieving files from the District Clerk's Office as requested.

Answers telephone with the Court Coordinator is away from the desk or busy.

Prepares court activity cards and/or other documentation on inmates (i.e. fingerprints, etc.) Enter data/reports into PSR and county emulation databases for filing purposes and locate defendants in cases. Fulfill other reasonable duties as instructed by the Judges. May assist the transport division and serve civil and criminal papers

**Contact:**

Susan Bland  
(409) 882-7942

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

Personnel Office

**Physical Demands:** The employees are regularly required to talk and or hear. The employee is frequently is required to stand; walk; sit; use hands to finger; handle, or feel; and climb or balance and stoop, kneel, crouch or crawl. The employee must occasionally lift and or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment:** The employee is regularly exposed to outside weather conditions. The noise level is usually moderate with many distractions. Occasional exposure to communicable or infectious diseases, toxins and violent people. The work requires use of protective devices. Subjected to verbal and/or physical abuse.

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 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.

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