



Warrant Officer/Bailiff- Position Description

JOB DESCRIPTION

The Town of Pantego Municipal Court is looking for a Full Time Warrant Officer. This Position works a 40 hour week. The Warrant Officer reports directly to the Municipal Court Administrator.

- The Warrant Officer duties include, but are not limited to, the following:
- Clear outstanding Class C warrants issued by the Municipal Court
- Research wanted persons by utilizing numerous computer search programs
- Provide Security, and assist the Judge and Court Staff in the Court Room during all court proceedings, and establish decorum in the Court office, which includes screening persons for weapons and contraband as appropriate
- Serve Warrants by field contact, phone contact, and physical arrest if necessary
- Serve Municipal Court Summons as necessary
- Complete appropriate Jail records, Incident, and Arrest reports when required

JOB REQUIREMENTS

Knowledge, Skills and Abilities

- Ability to speak, read and write the English language with the use of proper grammar
- Good working knowledge of modern Police Methods and Procedures
- Good working knowledge of court proceedings
- Good working knowledge in screening subjects for weapons, contraband or other prohibited items
- Ability to deal courteously but firmly with the general public
- Ability to report to work at assigned time
- Ability to act quickly and calmly under emergency conditions
- Good knowledge and skill in the use of Firearms, Taser, and other police equipment
- Ability to act without direct supervision and to exercise independent discretion in emergency situations
- Ability to exert physical force as needed to intervene in conflict situations and subdue subjects
- Basic Peace Officer License issued by the Texas Commission on Law Enforcement
- Court Security Specialist Certification through TCOLE (or ability to obtain within 12 months)
- Valid Texas Driver's License
- Must be able to pass an extensive background
- Successfully pass a post-offer physical, psychological, polygraph and drug test
- No arrests for class "A or B" misdemeanors in the past 5 years. No Felony convictions.

PAY SCALE AND BENEFITS

- Hourly wage \$24.28
- \$395.00 paid by the Town toward medical Ins.
- Retirement through TMRS 7% contribution with a 2:1 match by Town
- 2 Weeks Paid Vacation and 2 Weeks Sick Time
- Longevity pay
- Long Term and Short Term Disability Insurance
- Paid Holidays; 1 Floating Holiday; 3 personal days
- Uniform, Firearm, and Taser Provided by the Court