

JOB ANNOUNCEMENT
316TH DISTRICT COURT BAILIFF

Requirements: Certification by the Texas Commission On Law Enforcement - Standards and Education (TCOLE) at the time of hire or within six months of employment.

- Become certified as a courthouse security specialist as defined by TCOLE.
- Continual certification with TCOLE is required through the successful completion of annual continuing education hours as determined by TCOLE and the successful completion of qualification in the use of weaponry as required. The Bailiff shall have sole discretion in determining the areas of needed course work to properly comply with TCOLE requirements and properly secure the safety of the Court, the litigants and the public.
- Applicant must have reliable transportation and a flexible schedule. Travel will be required between applicant's home and Stinnett, TX.
- Bailiff must be over the age of 21 years and have at least 5 years law enforcement experience
- Bailiff serves at the will of the judge of the 316th District Court

Duties:

- Selection, implementation and the proper maintenance of all courtroom security systems necessary for the security of the Court, the litigants and the public. Procurement and maintenance of all necessary security equipment essential to the promotion of a safe and secure courtroom environment.
- Selection, establishment and implementation of all security procedures necessary for courtroom security. The Bailiff shall continually monitor all courtroom situations and shall take all necessary actions, including the use of deadly force, when, if and in the event such is required in order to protect the lives of all present. In this regard, the Bailiff shall use his training and expertise to properly secure the courtroom environment.
- Determination, preparation and submission to the Court of all necessary and proper budgetary items relating to the duties of the Bailiff of the 316th District Court.
- The Bailiff shall serve as part of the security force for the district and county courts in the county and for the courthouse and shall perform other duties as required by the judge of the 316th District Court.
- In the absence of the 316th District Court Administrator, the Bailiff shall answer all inquiries and shall make settings for the Court as he determines.

Start date for this position is 9/1/2025.

Hutchinson County Application Employment Forms are available from the Hutchinson County Treasurer's Office, or The Hutchinson County Website, Hutchinson County Courthouse, Stinnett, TX Phone (806) 878-4010, Fax (806) 878-4029. All applications must be returned to the Hutchinson County Treasurer's Office.

CLOSING DATE: August 18th , 2025 at 6:00 p.m.