



KARNES COUNTY

Bailiff - Sheriff's Office

SALARY \$27.88 Hourly/\$58,000 per year

LOCATION Karnes County, TX

JOB TYPE Regular Full-time

DEPARTMENT Sheriff's Office

OPENING DATE 09/24/2025

Mission Statement

The mission of the Karnes County Sheriff's Office is to protect the lives and property of the residents and visitors of Karnes County through professional policing, community partnerships, and the efficient management of personnel and resources.

Essential Duties and Responsibilities

1. Enforces all the laws of the state and applicable federal laws and regulations.
2. Provides law enforcement services to residents and responds to service requests.
3. Familiarity with law enforcement protocols and practices, especially within a courtroom setting.
4. Ability to communicate effectively with a diverse range of individuals, from defendants to court officials
5. Prepare documentation and reports in a timely manner.
6. Regular and punctual attendance is required.
7. Serves as a court bailiff for District Court, Criminal Court, or County Court at Law by maintaining order, opening and recessing court, and accompanying inmates to and from the court.
8. Escorts inmates, applying handcuffs, and/or leg restraints, and notifying Jail officials of changes in inmates' status.
9. Places into custody defendants sentenced to active time, securing with restraining instruments, and advising Jail officials of status.
10. Capability to handle potentially physically demanding situations, such as disturbances in the courtroom or prisoner transportation.
11. Ability to make quick and appropriate decisions in high-pressure situations.
12. Aptitude for working closely with other law enforcement, court clerks, and city officials.
13. Provides security for the courthouse and participants.
14. Handles county bank deposits, ensuring funds are deposited securely and promptly.
15. Provides support and fill in for the Patrol Division as and when necessary.
16. Performs other related duties as required.

SKILLS - For this position the following skills and abilities must be demonstrated by a level of proficiency or achieved within a normal and customary time period:

1. Must have good interpersonal and public relations skills.
2. Experience or training in public speaking is desirable.
3. Must be able to understand, interpret and properly apply court orders, relevant State statutes including the Code of Criminal Procedure, Penal Code, Transportation Code, and all other statutes, ordinances, policies and procedures required to perform essential job duties of the position assigned.
4. Must be able to prepare official documents required to perform assigned functions including but not limited to interoffice memos and letters to other agencies, affidavits, investigative reports, and case filing documents.
5. Must be proficient in the use of defensive tactics requiring physical force including the use of intermediate impact weapons and firearms.

KNOWLEDGE – For this position the following knowledge is required to perform essential job functions relevant to assigned positions:

1. Must have a working knowledge of the Code of Criminal Procedure, Penal Code, Transportation Code and other State statutes, and County ordinances.
2. Must have a working knowledge of applicable County policies including but not limited to the Karnes County Employee Handbook, and KCSO policies.
3. Must have a working knowledge of department organization and functions.

4. Must have a working knowledge needed to use basic Microsoft Office Word functions (word processing).

ABILITIES – For this position the following demonstrated abilities are required to effectively perform essential job functions:

1. Ability to control emotions and focus on professional duties and obligations in all circumstances regardless of provocations or stresses encountered.
2. Ability to communicate necessary information to others in a calm, clear, dispassionate and purposeful speaking voice in all circumstances.
3. Ability to create accurate, clear, concise, comprehensive, relevant and grammatically correct documents.
4. Ability to work with employees and citizens from diverse population groups to meet Department mission and serve public interest.
5. Ability to focus personal efforts and participate in team efforts toward continuous performance improvement.
6. Ability to actively seek opportunities to increase and improve knowledge, skills, and abilities needed to improve personal performance
7. Ability to actively listen by aggressively practicing good listening techniques.
8. Ability to use interpersonal skills to foster positive working relationships with team members (peers, supervisors, and other providers) is required to provide superior services in the public interest.
9. Ability to take appropriate action to accomplish assigned duties and accept accountability for outcomes.
10. Ability to use appropriate physical force including deadly force when imminently necessary to prevent death or serious bodily injury to others or self.

Minimum Requirements

High school diploma or GED. Must be a U.S. Citizen. Must have completed a Texas Basic Peace Officer course and be licensable by TCOLE. Must possess a valid Texas Driver's License. This position is typically Monday Through Friday; however, applicants must be willing to work nights, evenings, overtime, weekends, holidays, and rotating shifts as needed.

Physical Demands and Work Environment & Other Requirements

While performing the duties of this position, the incumbent is regularly required to stoop, sit, walk, run on occasion, strenuously climb stairs or ladders and lift up to 100 lbs. May have to sit at the computer for prolonged periods of time typing, using the computer, writing or using the telephone. Exposure to communicable diseases.

Karnes County Sheriff's Office will conduct background checks on new hires which include a criminal background check related to convictions and deferred adjudications in the past ten years and may include credit reports, motor vehicle records, employment records and educational attainment.

Benefits

Karnes County currently provides 100% medical plan cost coverage by Blue Cross Blue Shield for Full-time employees. Dependents and spouse may be added to plan for additional cost to the employee. The employee also receives \$50,000 of life insurance at no cost. County employees receive retirement benefits through Texas County & District Retirement System and will be vested after 8 years of service. Eligible employees will receive Holiday, PTO, and Vacation. Karnes County benefits are available upon introductory period completion.

The Karnes County Sheriff's Office provides duty-weapons with a \$1,200 Uniform Allowance, and Take-Home Unit Program for those who qualify.

Please complete the Karnes County Employment Application located at <https://www.co.karnes.tx.us/page/karnes.Jobs.Openings>.

Completed applications can be emailed to the Chief Deputy at scott.kotara@co.karnes.tx.us.

Agency

Karnes County Sheriff's Office

Address

500 E Wall St Karnes City, Texas 78118

Phone

(830) 780-3934

Website

<https://www.co.karnes.tx.us/page/karnes.home>