

LIBERTY COUNTY DISTRICT ATTORNEY'S OFFICE

Job Title:	PEACE OFFICER	Job Category:	COURTHOUSE SECURITY
Department / Group	District Attorney's Office	Job Code/ Req#:	
Location:	Liberty	Travel Required:	No
Level / Salary Range:	\$65,200.76	Position Type:	Full Time
Contact:	Ivan Pearce	Date Posted	
Will Train Applicant (s):	Yes	Posting Expires:	

ORIGINAL Applications Accepted By:

MAIL OR IN PERSON TO:

Ivan Pearce
 1923 Sam Houston, Suite 112
 Liberty, TX 77575

Job Description

Role and Responsibilities

- Provide security for interior and exterior of courthouse;
- Monitor and staff public entrance;
- Monitor exits and employee entrance;
- Provide security in courtroom;
- Make arrests as needed;
- These are the main duties assigned to this position but are not limited as the only duties.

Qualifications and Education Requirements

- High School Diploma;
- Basic Peace Officer Certification;
- Good written and verbal communication skills;
- Good attitude when dealing with the public;
- Knowledge in Microsoft Word and Excel.

Preferred Skills

- Spanish Speaking

General Information

- An extensive background investigation of each applicant, including a complete review of any and all criminal history information will be conducted. A satisfactory drug test will be required as a condition of employment..

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By;		Date / Time:	