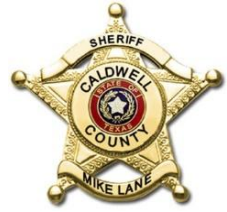




MIKE LANE, SHERIFF

1204 Reed Drive, Lockhart, Texas 78644
Phone No. 512-398-6777 | Fax No. 512-376-4376



PRINT NAME:

Emp #:

DATE:

Courthouse Security Deputy Salary : \$57,405.89

Job Code	Grade	FLSA Exempt Status	Safety Sensitive
009-1000-1101		☐ Exempt ☒ Non-Exempt	☒ Yes ☐ No
Reports to			Current Version Date:
Courthouse Security Sergeant			6/2025

Essential Functions

As defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Summary

Provides security for the Caldwell County Justice Center, Old Courthouse and any facility deemed acceptable to conduct the business of Courts with Jurisdiction in Caldwell County. Provides a safe environment for county officials, employees, and visitors by enforcing the laws of the State of Texas and responding to emergency situations arising within or adjacent to the Justice Center and old courthouse.

Duties and Responsibilities

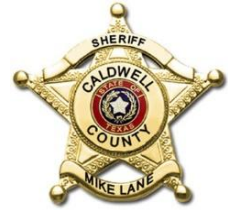
Including, but not limited to, those shown below.

- Conduct searches of persons for weapons/contraband prior to entry into either facility.
- Conduct internal foot patrols and external perimeter checks of the Justice Center and old County Courthouse facilities.
- Recommend security improvements to the Justice Center Security Division Sergeant.
- Operate x-ray and magnetometer equipment at the Justice Center Facility and handheld scanners if needed.
- Arrest violators and prepare proper documentation concerning those arrests and transportation of the arrestee to the Caldwell County Jail facility.
- Enforce state and civil laws of Texas.
- Responds to emergency calls, complaints, and alarms within and immediately adjacent to the Caldwell County Justice Center and old courthouse facilities.
- Assists first responders or fellow law enforcement agencies with emergencies or their response to the Justice Center and old courthouse facilities.
- Provides extra security and or Bailiff duties in the courtrooms when needed.
- Monitors courtrooms, prisoner movements, and building surveillance systems.



MIKE LANE, SHERIFF

1204 Reed Drive, Lockhart, Texas 78644
Phone No. 512-398-6777 | Fax No. 512-376-4376



- Maintain their TCOLE peace Officer License by ensuring the mandated training hours are obtained.
- Assists other divisions, sections, courts or personnel as needed or directed.
- Regular and timely attendance is required.
- Other tasks as assigned by Justice Center supervisor or administrative personnel.
- Assist Judges and other courtroom personnel as necessary.

Supervisory Responsibilities

This is a non-supervisory position.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Basic Peace Officer certification through the Texas Commission on Law Enforcement with at least one year experience or any combination of education and experience complementing the Peace Officer License that provides the required knowledge, skills and abilities. The addition of a basic Jailer license through the Texas Commission on Law Enforcement is preferred.

Knowledge of

Texas Penal, Transportation, Health and Safety, criminal procedure, family and local government codes, investigation techniques, x-ray and magnetometer equipment, security protocols and standard operations.

Skill/ability to

Safely operate vehicles, firearms and specialized security equipment; physically restrain individuals; read and write reports letters and memorandums; operate a computer; establish and maintain working relationships with other law enforcement agencies, elected officials, employees, the public at large and other official first responders; demonstrate proficiency in both written and oral communication; maintain proper and accurate records, necessary certifications, Texas driver license; maintain an acceptable driving record.

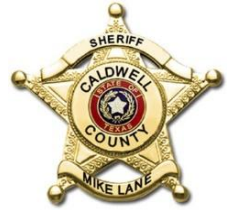
Physical demands

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands/fingers to feel reach with hands/arms; bend, kneel, squat; speak and hear. The employee is frequently required to sit, stand and walk for extended periods of time. The employee must frequently lift and/or move objects weighing up to twenty pounds and occasionally lift and/or move objects weighing one hundred pounds or more.



MIKE LANE, SHERIFF

1204 Reed Drive, Lockhart, Texas 78644
Phone No. 512-398-6777 | Fax No. 512-376-4376



The employee may occasionally be required to perform acts of intense physical and mental exertion during emergency situations. Specific vision abilities required to perform the essential functions of this job are near, far and peripheral vision with the ability to focus.

Work Environment

The work environments listed here are representative of those an employee encounters performing the essential functions of this job. Reasonable accommodations may be made to enable those with disabilities to perform the essential functions.

AFFIRMATION

I, _____ affirm that I have received, and fully understand,
Printed Name
the job description for the position of Caldwell County Justice Center Security Deputy. This affirmation is attested to by my usual signature below. I further understand that my employment is terminable at will so that both Caldwell County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

SIGNATURE

DATE

Caldwell County is an EEO employer. In compliance with the Americans with Disabilities Act, Caldwell County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. List any and all accommodations that are needed to satisfactorily perform the essential functions of the position:

Prepared by:	Created and Updated:	Reviewed – no changes
Sheriff's Office	6/2025	