

**CITY OF ARANSAS PASS  
JOB DESCRIPTION**

**POLICE OFFICER / WARRANT OFFICER/BAILIFF**

**PAY GROUP:** Municipal Court   **DEPARTMENT:** Police   **REPORTS TO:** Patrol Captain / Judge

**SUMMARY:**

The Aransas Pass Warrant Officer/Bailiff will primarily work for the court as a bailiff and warrant service enforcement officer. He/She will be responsible for collecting fines owed to the court and at times enforcing federal, state and city laws and ordinances.

**ESSENTIAL FUNCTIONS:**

The Aransas Pass Warrant Officer/Bailiff will be primarily assigned to the court and under the direct supervision of the judge. Must be able to perform the essential functions of the job as follow:

- Collect fines owed to the Court.
- Locate and arrest wanted fugitives of the Court.
- Update records pertaining to INCODE/ASYST database by evaluating, researching and performing warrant enforcement.
- Prepares reports.
- Ensures ability of working outside the office, will drive an assigned vehicle provided by the Police Department, which may be a marked emergency vehicle and may need to enforce traffic, state and federal laws and local city ordinances
- Be proactive and thorough in his/her performance of warrant officer/police duties
- Strive for solutions and/or positive conclusion in all police/warrant officer activities he/she is involved in.
- Determines security needed for Municipal Court by evaluating, recommending and implementing security plans.
- Maintains safety of court room by serving as Court Bailiff by arresting and transporting defendants.
- Works primarily 8am-5pm but may be required to work shift work, during holidays and sometimes under hazardous conditions including inclement weather.
- Interact in a professional and courteous manner with both members of the community and those visiting the city of Aransas Pass, Tx.
- Maintain professional and technical knowledge and skills by keeping required license/certification current.

This description is an example of the work and should not be considered as an all-inclusive description of the job duties. Duties may change and new tasks may be added as management sees fit.

**REQUIRED KNOWLEDGE SKILLS, ABILITIES AND TRAINING:**

The warrants officer applicant shall be fully licensed by T.C.O.L.E. and in good standing. The warrants officer applicant should be:

- At least 21 YOA,
- A US citizen,
- Have received a valid high school diploma or GED from an accredited public school system,
- Hold a valid class C Texas driver's license,
- Must be of good moral character with stable employment record and no history of conduct that may affect suitability for law enforcement employment,
- Free from any class B or A misdemeanor offense adjudications within the past 10 years,
- Free from any felony adjudications,
- If prior military, shall hold no less than an honorable discharge,
- No less than a General discharge from prior police agency (F5 report).

**MINIMUM EXPERIENCE AND/OR CERTIFICATION:**

Police experience is required for the warrant officer position.

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### **PHYSICAL DEMANDS AND WORKING CONDITIONS:**

Lift and carry up to 80 pounds and pull or push up to 100 pounds of equipment and materials. Climb, crawl, kneel, squat, stoop and bend freely when working. Sit or stand for extended periods of time. Must see and hear clearly when working around equipment and in traffic, using proper safety precautions. Must be able to drive and have a good driving history. Work indoors and outdoors in extreme temperatures including heat, cold, temperature swings and inclement weather. Employee may have some exposure to dust, odor, electrical, mechanical, and chemical hazards, using proper safety precautions. Applicants will be subject to a mandatory pre-employment background investigation, psychological testing, random drug and alcohol testing and post-accident drug and alcohol testing.

The warrants officer will be subject to being called in with little to no advance notice.