

**Sheriff's Department-Transport Officer/Court Bailiff**  
**Part Time Position (\$13.00/hr)**  
**Internal Posting Only until 5:00 p.m. 2-3-12**

Transports detained persons to courts, to detention centers, to correctional facilities, and to other jurisdictions or institutes as determined by supervisor. Provides security in courtrooms and other court quarters; provides security for court officers, witnesses, jurors, and other individuals as specified by supervisor.

Maintains radio contact in accordance with regulations. Coordinates and cooperates as necessary with other agencies. Must be able to correctly judge situations and determine the appropriate level of force to be utilized. May be required to administer first aid. Prepares various reports in an adequate manner, assuring proper details. Must perform all duties with a minimum of supervision.

May be required to work irregular hours, attend job related meetings and perform other duties. Travel required, including overnight and out-of-state duties. Travel required, including overnight and out-of-state travel or travel by carrier other than motor vehicle. A letter of interest must be submitted to the Human Resources office by Friday, February 3rd at 5:00 p.m.