

CAREER OPPORTUNITY: Part Time Bailiff



The City of Wylie (pop, 44,000) seeks a certified Police Officer for our award-winning city. Located outside of Dallas, Texas between the cities of Plano and Rockwall, we strive to be an employer of choice with outstanding benefits and a professional working environment. The City of Wylie was recognized in 2005 and 2014 by the Dallas Business Journal as one of the top “Best Places to Work” in D/FW, received the #19 out of 100 ranking for “Best Places to Work” by the Dallas Morning News in November, 2011 and received the honor of a Platinum Fit-Friendly Worksite by the American Heart Association.

SALARY: \$25 per hour

Provide security during Municipal Court dockets, maintaining order and the decorum of the court per the rules of etiquette that have been established. Will work during Municipal Court hours Monday through Friday 8:00am to 5:00pm as assigned for dockets, approximately 16 to 19 hours per week. May occasionally be required to work night docket from 5:30pm to 8:00pm.

ESSENTIAL JOB FUNCTIONS:

- Be a responsible steward of the public trust; strive for excellence in public service and enhancement of the quality of life for all.
- Make ethical decisions that conform to applicable laws, departmental policy, regulations, etc., without supervision when appropriate.
- Work well with the public and co-workers daily, communicating effectively, maintaining alertness, composure, helpful attitude and professionalism in all circumstances, including stress, verbal abuse, criticism, and/or other adverse conditions.
- Maintain order and security during all dockets and prisoner arraignments.
- Other duties as assigned by presiding or associate judges, prosecutor, and court administrator.

REQUIRED EXPERIENCE, KNOWLEDGE, SKILLS & ABILITIES:

Aptitude and personal commitment for law enforcement work; ability to think clearly and act effectively in emergency situations, making sound and logical decisions quickly; good prioritizing and problem-solving abilities; ability to remember details of incident; names and faces; physical ability and good cognitive skills required for successful performance of essential functions. Good grammar, writing, composition skills. Legible handwriting; good radio manners and voice; physically fit for all essential job functions. Ability to effectively interact with all levels of co-workers, management staff, citizens and the public. Ability to work overtime as needed. Ability to maintain an acceptable attendance history. Ability to pass a pre-employment drug screening test, physical, criminal background check, psychological analysis and polygraph examination. Requirements include: High School Diploma or equivalent, valid Texas Driver's License without restrictions except "A", United States citizen, 21 years of age or older, clear driving record, no felony convictions. Certified peace officer under TCOLE for the State of Texas.

TO APPLY: Visit our website at www.wylietexas.gov to print an application. Mail or hand deliver your application to: Human Resources, City of Wylie, 300 Country Club Road, Wylie TX 75098. You may also email your application to: jobs@wylietexas.gov

If you have questions or would like additional information, please call 972-516-6050.