



Rick Staly, Sheriff

FLAGLER COUNTY SHERIFF'S OFFICE

"An honor to serve, a duty to protect."

OPEN POSITION ANNOUNCEMENT			
Job Title:	Part Time Bailiff/Courthouse Security	Posting Date:	October 8 – October 21, 2019
Division:	Court and Detention Services	Supervisor:	Chief of Court and Detention Services
Shift:	Monday – Friday	Salary:	\$13.16
DUTIES AND RESPONSIBILITIES:			
<ul style="list-style-type: none"> • Perform the essential functions of a Law Enforcement Deputy as needed. • Assists in providing a safe and secure environment for those who work and conduct business at the Flagler County Courthouse. • Protect life and property and maintain routine enforcement of laws and regulations. • Provides security for courthouse and appendages. • Provides assessment, communications and response to: <ul style="list-style-type: none"> ○ Hostage crisis situations ○ Medical emergencies ○ Fires ○ Bomb Treats ○ Disasters (natural and man-made) • Develops proficiency in specialized areas of assignment. • Coordinates evacuation of facilities. • Controls weapons entering facility. • Inspects to insure equipment is working in the court room. • Examines articles which are hand carried into the court room. • Provides restraint for prisoners on an Ad-Hoc basis. • Maintains control over physical security and access cards or keys. • Test Duress alarms and document each day when court is in session. • Serves warrants in the community when staffing needs are met. 			
MINIMUM SELECTION CRITERIA:			
<ul style="list-style-type: none"> • Must have a valid Florida driver's license. • Must be a Certified Law Enforcement Officer with the State of Florida. • Must not have been convicted of any felony or misdemeanor involving perjury or false statement. • Must not have received a dishonorable or general discharge from any branch of the Armed Forces. • Must have a high school diploma or GED. Associates or Bachelor's Degree preferred. • Must show capabilities of performing the minimum standards appropriate to this agency. 			
HOW TO APPLY:			
<p>Any interested and qualified candidates should submit a completed application to HR@flaglersheriff.com.</p>			