



## BRAZORIA COUNTY JOB DESCRIPTION SHERIFF'S OFFICE



<b>Job Title</b>	<b>Courthouse Security Deputy</b>
<b>Division</b>	Support Operations Division
<b>Direct Report</b>	Courthouse Security Sergeant
<b>FLSA Status</b>	Non-Exempt 40-Hour Workweek
<b>Pay Grade</b>	38
<b>Re-Call Status</b>	Subject to Re-Call During Disasters or Operational Needs
<b>Schedule</b>	Monday-Friday / 8:00am-5:00pm / Additional Hours as Needed

**JOB SUMMARY** – Courthouse Security Deputy is responsible for maintaining the safety, security, and orderly operation of the courthouse and its campus. This position monitors courtroom proceedings, patrols the facility and surrounding areas, operates security screening equipment, and responds to emergencies or alarms. This position also coordinates with emergency services, manages media access, and performs other duties as assigned to ensure the security, integrity, and efficient functioning of the courthouse and its operations.

**KNOWLEDGE & SKILLS** – *To perform this position successfully, an individual(s) shall possess the following knowledge and skills in order to perform the essential functions proficiently.*

- Knowledge of the principles, practices, and procedures of the local and state criminal justice system.
- Intermediate proficiency with modern office equipment and procedures.
- Ability to become proficient in all County and Department policies and procedures.
- Effective oral and written communication skills.
- Ability to multitask and perform effectively in a constantly changing work environment.
- Ability to exercise sound judgment and make well-reasoned decisions under high-stress conditions.
- Ability to maintain strict confidentiality.
- Ability to foster productive, cooperative working relationships with employees, supervisors, external partners, public officials, and the general public.

**EDUCATION, TRAINING & EXPERIENCE** – *The preferred way to obtain the minimum knowledge, skills, and abilities to perform the essential functions of the position are listed below. The County reserves the right to consider higher levels of education in lieu of training and experience and vice-versa.*

- Peace Officer License
- Basic Peace Officer Certification (Must obtain within 6 months of appointment)

**OTHER MINIMUM REQUIREMENTS** – *Applicants must be able to meet all of the following minimum requirements in order to be considered for employment.*

- 21 Years of age or older
- High school diploma or G.E.D.
- Possess a valid Texas Driver's License
- Be a United States Citizen (Born or Naturalized)
- Have a working cell phone
- No more than 20/200 vision that is correctable to 20/20;
- No convictions or court-ordered community supervision or probation for any criminal offense above Class B misdemeanor within the last ten years from the date of the court order;
- Honorable Discharge from Military Service (If applicable)

**ENVIRONMENTAL CONDITIONS** – *This position may involve exposure to hazardous, dangerous, or adverse environmental conditions to include, but not limited to:*

- Duties and training are regularly performed both indoors and outdoors.
- Work may occur during natural and man-made disaster situations.
- Exposure to adverse weather conditions, including extreme heat, extreme cold, rain, sleet, snow, ice, and high winds.
- Exposure to biohazardous and toxic materials.
- Work in both bright and low-light environments.
- Exposure to high noise levels that may result in potential hearing damage.
- Work in and around high-voltage areas.
- Work in areas with operating heavy machinery.
- Work in spaces that may not be compliant with local, state, and federal safety codes or ADA regulations.



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**PHYSICAL DEMANDS** – *The duties of this position may involve certain physical requirements that are necessary to perform the essential functions to include, but not limited to:*

- Perform physical activities including walking, running, crawling, standing, sitting, jumping, kneeling, bending, and lying down for extended periods;
- Perform physical tasks involving carrying, pushing, pulling, dragging, and holding medium to heavy objects;
- Operate vehicles in high-risk situations, exercising sound judgment and strict adherence to safety procedures;
- Engage in high-stress and physically demanding duties and training scenarios;
- Speak and hear in order to communicate effectively in person, through telephone, and through emergency radios.

**ESSENTIAL FUNCTIONS** - *Essential functions are the fundamental and primary duties of a classified position that an employee must be able to perform, with or without reasonable accommodation, in order to fulfill the purpose of the position.*

- Carry out the Sheriff's *Mission and Vision* and adhere to the Office's Core Values; *Trust, Service, Community*;
- Cultivates high morale and a Team culture within the Sheriff's Office;
- Maintains proficiency in the essential functions of a *Patrol Deputy*;
- Maintain firearms proficiency in accordance with Department standards;
- Maintain compliance in the Office's *Physical Fitness Program*.
- Assists in maintaining order in court rooms during official court proceedings;
- Executes warrant arrests and makes arrests as directed by Judges;
- Operates x-ray machines and magnetometers located in main lobby entrance to the courthouse to prevent passage of prohibited articles into the Courthouse;
- Patrols courthouse campus by monitoring inner and outer perimeter of the courthouse buildings through visual and physical inspection, as well as integration of camera surveillance system to prevent, detect, and suppress crime;
- Responds to calls for service, emergencies, and alarms throughout the entire courthouse campus;
- Assists the County and district Clerks' Offices in locating parties to a suit by publicly posting tax sales, probate papers, and divorce citation in the courthouse (i.e. "citation by publication");
- Assists Court Guards with inmate movements and processing;
- Escorts, directs, and/or manages media personnel who are visiting the courthouse;
- Contacts and directs emergency services personnel during medical or fire emergencies that occur in the Courthouse campus;
- Maintains an accurate log of all County and District Clerk papers received in the courthouse that are to be transported to the Sheriff's Office;
- Performs other duties as assigned.

**DISCLAIMER** - This job description is intended to describe the general nature and level of work performed by individuals assigned to this classification. It is not intended to be an exhaustive list of all duties, responsibilities, qualifications, or working conditions associated with the position. The employer reserves the right to modify, add, or remove duties and to assign other related work as required to meet operational needs. Nothing in this job description shall be construed as creating a contract of employment or limiting management rights. All duties must be performed in accordance with applicable laws, policies, and procedures. Essential functions of the position must be performed with or without reasonable accommodation, consistent with state and federal law.

<b>Approved by</b> <i>Jan J. Patin</i>	<b>Date</b> February 10, 2026
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