

CITY OF MEADOWS PLACE POLICE DEPARTMENT
BAILIFF/RECORDS CLERK

**Accepting applications until position is filled.*

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| Position Title: | Bailiff/Records Clerk |
| Department: | Police Department |
| Salary: | Up to \$35/HR |
| Work Schedule: | 20 hours per week. |

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Average hours per week (20.5 hrs.)

- Court Bailiff 6.5hrs
- Court Misc (*Docket, Officer notification, video request*) 2hrs
- Police Department Public Information Request 6hrs
- City Secretary Public Information Request 6hrs

Municipal Court Duties:

- Serve as Bailiff for Municipal Court.
- Compile videos for municipal court of traffic stops/encounters at the request of defense attorneys through the judicial Discovery process. Occurs each week at Municipal Court.

Public Information Request Duties:

- Log and respond to PIR (Public Information Request). This is a two-part process, involving PD and City Secretary.
- Public Information Requests are received and then logged. PD and City Secretary are notified. If the request involves the Police, a records and video search are conducted. Then the City Secretary is notified/provided with necessary materials. This may include video for review.
- The City Secretary reviews all materials, including any video. She then determines if an Attorney General's opinion is needed to release the information.
- Compile reports/documents and send them to the City Secretary.

MINIMUM EDUCATION, EXPERIENCE AND CERTIFICATION

Job Requirements:

- Applicant must be 21 years of age,
- Must meet all TCOLE requirements, (TCOLE Peace Officer certification required)
- High school diploma or GED, some college preferred,
- Honorable discharge if past military experience,
- Good credit, good moral character, clean driving history.
- Occasional shift work including weekends and holidays.
- Qualified applicants will undergo an extensive background check, physical, drug screen, psychological examination, polygraph, and a review board.

Application can be downloaded from the City website, www.cityofmeadowsplace.org and emailed to the City Secretary at citysecretary@cityofmeadowsplace.org.