

GRAYSON COUNTY JOB POSTING

Equal Opportunity Employer

	Date Posted: February 5, 2026
Position:	Court Bailiff
Department:	County Court at Law #1
Salary:	\$63,013 Annual – Additional incentives may apply.
Duties:	<p>Works at the direction of assigned Judge.</p> <p>Duties & Responsibilities:</p> <ul style="list-style-type: none">• Ensures security in the courtroom.• To maximize security and safety, the bailiff may be required to escort prisoners, as well as witnesses, judges or members of the jury, in and out of the courtroom.• Maintains decorum and is responsible for ensuring all rules and procedures are properly followed within the courtroom.• Computer experience with knowledge of Odyssey helpful.• Ability to effectively communicate, both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the general public.
Qualifications & Requirements:	Must be a Certified Peace Officer with the State of Texas and have experience in law enforcement. Must be a high school graduate or equivalent. Must possess a valid driver's license. Must pass a background and pre-employment drug test.
Benefits:	Excellent employer paid health insurance, vacation, sick leave, retirement plan and paid holidays. Many options for employee paid voluntary products.

Persons with disabilities are encouraged to request assistance during the application process by calling 903.813.4091.