

Job Title: Part-time Warrant Officer
Salary: \$ 18.00/hour

Department: General Services
JOA #: 02-07-58

The City of Hurst is accepting applications for the position of **PART-TIME WARRANT OFFICER**.

Essential Job Functions:

Responsible for the clearance of outstanding warrants issued from Hurst municipal court. Maintains knowledge of new laws and court procedures and assists the court administrator in implementing those relevant to warrant services. Provides assistance to the court administrator. Communicates with the court administrator regarding warrant service activities and concerns. Presents a professional appearance and demeanor and conducts court business in a courteous manner. Provides building security. Responsible for providing a law enforcement presence in the court building. Serves as bailiff in the courtroom when necessary. Performs other duties as assigned.

Skills, Knowledge, and Abilities:

Ability to effectively provide security for the municipal court building. Skills in effective oral and written communications. Ability to prepare clear and concise reports. Ability to establish and maintain effective working relationships with co-workers. Ability to deal effectively with the public under adverse conditions. Knowledge of the Texas Penal Code and Code of Criminal Procedures, as well as general practices of various levels of law enforcement agencies. Ability to maintain confidentiality regarding court records. Physically able to place another person under arrest if necessary.

Minimum Education, Certification and Experience Requirements:

High school diploma or equivalent, current Texas Peace Officer Certification issued by Texas Commission on Law Enforcement Officer Standards and Education, and valid State of Texas driver's license (driving record/history will be verified) required. At least two (2) years law enforcement experience preferred. Successful candidate is required to pass a thorough background check and polygraph examination administered by the Hurst Police Department.

Apply:

City of Hurst Personnel
1505 Precinct Line Road
Hurst, Texas 76054