

THE CITY OF TEXARKANA, ARKANSAS
is accepting applications for the following position:

Walk-in and Transport Officer – District Court Bailiff Manager
Full Time

SCOPE OF RESPONSIBILITY:

The Walk-in Officer and Transport Officer-Court Bailiff Manager is a civilian employee who works in the police administration offices Monday through Friday from 8am-5pm. This position allows for redeployment of police officers to answer calls. The Walk-in Officer and Transport Officer Manager allows the Department to keep the downtown beat unit from being repeatedly dispatched to the Bi-State Justice Center on calls that are considered minor. The Transport Officer Manager is an important component for the Department's prisoner transport function by scheduling transport officers and assisting in prisoner or mental transports when needed. In addition to handling the initial walk-in complaint and report, this employee also contacts, by mail and telephone, citizens who have outstanding warrants with the City of Texarkana, Arkansas.

SUMMARY OF ESSENTIAL DUTIES:

- Deliver police services in a prompt and professional manner.
- Serve as District Court Bailiff and Security Officer.
- Assist Docket Coordinators, as needed.
- Processes arrest warrants on subjects at Criminal Justice Center.
- Serves subpoenas as needed.
- Make personal contact with people with outstanding warrants and/or tickets to encourage them to "turn themselves in".
- Transport inmates to and from court, jail, medical facilities, and other locations.
- Respond to citizen calls for police service at the Criminal Justice Center.
- Arrest, detain and restrain violators as necessary within District Court.
- Build positive police-community relations.
- Assist and support citizens in obtaining warrants and filing police reports.
- Enforce local, state, and federal statutes within scope of administrative limitations.
- Provide information and advice to the public on crime and public safety matters.
- Promote a positive relationship between the community and the Department.
- Prepare a variety of written and verbal reports on criminal and non-criminal activities.
- Assist other officers with tasks or assignments as necessary.
- Testify in court as required.
- Other duties as assigned.

MINIMUM REQUIREMENTS:

- Prior Arkansas Law Enforcement Experience.
- Meet all requirements for certification as a specialized police officer by the Arkansas Commission on Law Enforcement Standards and Training.
- Ability to function effectively in highly stressful situations.
- Ability to exercise discretion and judgement in completion of assignments.
- Computer literate.
- Good physical and mental condition.
- Good social and communications skills with all social and cultural groups.
- General intelligence and decision-making ability.
- Ability to carry and qualify with a firearm.

WORKING CONDITIONS/PHYSICAL REQUIREMENT:

The Walk-in Officer and Transport Officer-District Court Bailiff Manager normally works within the Criminal Justice Center. However, in the case of an emergency they could be called upon to work in the field in all weather conditions. The ability to communicate with people under adverse circumstances is required.

SALARY RANGE:

\$40,437.20

Applications and resumes will be accepted until 5:00 p.m. on 6/25/2024 at the Arkansas City Hall. Applications and resumes may also be faxed to (870)772-8182; emailed to skylar.krause@txkusa.org accessed online at <https://cityoftexarkanaar.com>. The City of Texarkana, Arkansas is an Equal Opportunity Employer and provides all applicants and employees equal opportunity without regard to race, color, sex, religion, national origin, age, marital or veteran status, or any other legally protected status.