



# MOORE COUNTY GOVERNMENT



## Position Vacancy Announcement

# DEPUTY SHERIFF – BAILIFF SHERIFF’S OFFICE

*This Position is Part Time with **NO** Benefits*

### VACANCY NUMBER

20-019

### HIRING RANGE

\$18.32 – \$21.98 Hourly

### OPENING DATE

January 27, 2020

### CLOSING DATE

CONTINUOUS  
RECRUITMENT

(Although there may not be current openings for these positions, applications are accepted at all times because of the critical nature of the services these positions perform and the urgent need to have them filled.)

### TO APPLY

Please submit your application online at

[www.moorecountync.gov](http://www.moorecountync.gov)

### Submit your questions about this position to

To:

Billy Leonard  
Sheriff’s Office

P.O. Box 905  
Carthage, NC 28327

Phone: (910) 947-2931

Fax: (910) 947-1668

[www.moorecountync.gov](http://www.moorecountync.gov)

### **ESSENTIAL JOB DUTIES**

Court bailiffs are sworn law enforcement officers situated in courtrooms to provide security and maintain order. Bailiffs conduct protective-service work in and around the Moore County Courthouse and maintain courthouse entrance checkpoints utilizing magnetometers as well as X-ray machines to ensure security. Along with guarding juries and enforcing rules of the courts, bailiffs open court by announcing the judges' arrival and close court by announcing the judges' departure. They may call witnesses to testify and present the oath prior to witnesses taking the stand. Court bailiffs may also provide administrative support to judges and jurors, stock courtroom supplies, deliver court documents, and take custody of offenders.

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

- High School diploma or GED equivalent from an appropriately accredited institution.

### **LICENSE AND CERTIFICATION REQUIREMENTS**

- Possession of Basic Law Enforcement Certificate issued by the State of North Carolina
- Must meet and maintain minimum qualifications for the position established by the department and the State of North Carolina
- Possess and maintain a valid North Carolina driver's license

### **PHYSICAL REQUIREMENTS**

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, and atmospheric conditions. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

***The County of Moore is a drug-free workplace and Equal Opportunity employer.***

*In compliance with the Immigration Reform and Control Act of 1986, Moore County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.*

***All applicants tentatively selected for this position will be required to submit to a background check, pre-employment drug test, and post offer physical.***

***Moore County is an E-Verify Participant***