



JOB DESCRIPTION

JOB TITLE:	Bailiff	FLSA:	Non-Exempt
DEPARTMENT:	District Court	GRADE:	No5
REPORTS TO:	Court Administrator	DATE:	7/1/2016
BARGAINING UNIT:	Non-Represented		

SUMMARY:

Responsible for maintaining security, safety and decorum in an assigned court and associated public facilities while the court is in session and during public access hours.

ESSENTIAL FUNCTIONS:

*Essential functions as defined are ILLUSTRATIVE ONLY and not a comprehensive listing of all functions and duties performed by incumbents within this classification. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Provides security and manages access control; screens visitors entering court facilities.
- Maintains procedures to protect the safety of the judge, court staff, attorneys, and visitors in the court.
- Calls court to order and maintains appropriate decorum in court, whenever court is in session.
- Ensures potential witnesses are separated from jurors prior to and throughout trial.
- Takes emergency action and/or notifies emergency personnel as the situation warrants; may administer basic first aid, AED, or CPR if required.
- Transports detainees and assists transportation officers in moving detainees to and from the courtroom, holding cells and vehicles.
- Acts as liaison between the judge, attorneys, courtroom staff and the public in order to ensure the orderly conduct of court business.
- Opens and locks secured areas and facilities; sets up courtroom for operation.
- Contributes to the efficiency and effectiveness of the court's service to its customers by offering suggestions and directing or participating as an active member of a team.
- Takes defendants into custody; may occasionally use force; performs pat down searches; prepares detainees for transport to detention facility; oversees care and custody of detainees while in custody.
- Monitors court security and surveillance systems.
- Manages lost and found property items.
- May perform general office support work, deliver or pick-up documents and other materials and assist the judge in other ways as instructed.
- Answers inquiries and provides information which requires interpretation of policies, rules and procedures.
- Demonstrates courteous and cooperative behavior when interacting with public and staff; acts in a manner that promotes a harmonious and effective workplace environment.

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QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and/or skill required.

Education and Experience:

High school diploma/GED; AND two (2) years of experience in law enforcement or public safety; OR an equivalent combination of education, training and experience.

Required Certificates, Licenses, and Registrations:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- CPR, AED, & First Aid certification within six (6) months of date of employment.

Required Knowledge and Skills

Knowledge of:

- Procedures for the secure handling and transport of detainees.
- Codes and regulations related to the work.
- Courtroom procedures and terminology.
- Basic computer applications related to the work.
- Basic office practices and procedures.
- Safety principles, practices and equipment related to the work.
- Operational characteristics, use and maintenance of security equipment.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, routinely when relations may be confrontational or strained.

Skills in:

- Interpreting and applying applicable laws, codes and regulations.
- Making sound decisions in emergency situations.
- Performing basic office support work.
- Recognizing risks and maintaining a safe environment.
- Maintaining accurate records of work performed.
- Understanding and following oral and written directions.
- Using initiative and independent judgment within established procedural guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Contributing effectively to the accomplishment of team's or Court's goals, objectives and activities.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.

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PHYSICAL/MENTAL REQUIREMENTS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in an office and court setting, use standard office equipment; strength and stamina to physically restrain suspects, standing, and sitting for prolonged periods of time; occasionally lift and carry up to 50 pounds, strength to subdue persons, to drag, carry and lift persons and objects; vision to read printed materials and a computer screen; and hearing and speech to communicate in person or over the radio/telephone..

WORKING ENVIRONMENT:

Work is performed in an office and court setting.