

BAILIFF I

DEFINITION OF WORK

This is responsible work in maintaining order and providing general services in a courtroom.

Work involves providing general services in the operation of a court. Work includes maintaining order, calling witnesses, notifying interested parties, collecting case files and other documents for court cases, and performing various services for a judge. Work is performed in accordance with established practices, procedures, and instructions from a judge and is reviewed primarily through observation of performance and conferences.

EXAMPLES OF WORK PERFORMED (Any one position may not include all of the duties listed, nor do the examples cover all the duties which may be performed.)

Inspects courtroom for cleanliness, orderliness, and proper heat, light, and ventilation; opens court by announcing the entrance of the judge.

Maintains the order, decorum, and dignity of the court by seating jurors, witnesses, and spectators in specific areas of the courtroom and by ejecting persons disturbing the court proceedings.

Arranges for prisoners to be brought from the jail when needed.

Arranges for food and lodging for jurors and is responsible for the security of the jury so as to preclude mistrials.

Obtains and delivers file jackets, minutes, supplies, forms, and related items necessary for use by the judge and the staff.

Answers the telephone and greets the public.

Performs errands inside and outside the court, and generally attends the personal needs of the judge.

Performs related duties as required.

DESIRABLE EDUCATION AND EXPERIENCE

Graduation from high school and some experience in routine clerical work or other public contact work or any equivalent combination of education and experience which provides the following knowledge, abilities and skills:.

Some knowledge of clerical recordkeeping procedures.

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Some knowledge of statutes relating to court procedure.

Some knowledge of legal terminology of court work, legal process and forms.

Some knowledge of office procedures and practices.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability to learn a variety of judicial procedures and policies.

Skill and proficiency in the use of a firearm, if required by the position.

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