

## BAILIFF II

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 distinguished from Bailiff I by the additional responsibility of case scheduling, and maintenance of the judges' court calendar and appointment calendar. 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.)

Performs some scheduling of cases and maintains the judge's court calendar and appointment calendar.

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 some typing for the judge including correspondence, memoranda, and orders as directed.

Performs related work as required.

BAILIFF II (Cont'd)

DESIRABLE EDUCATION AND EXPERIENCE

Graduation from high school and 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:

Knowledge of clerical recordkeeping procedures.

Knowledge of statutes relating to court procedure.

Knowledge of legal terminology of court work and legal process forms.

Knowledge of office procedures and practices.

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

Skill in the operation of a typewriter.

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

Ability to learn a variety of judicial procedures and policies.

9/85