



## Bailiff

**Department:** Municipal Court

**SUMMARY:** Provides assistance during court proceedings; maintains courtroom security, directs parties to proper area and provides general assistance to the Judge.

**ESSENTIAL FUNCTIONS:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

Open the courtroom and ensure its readiness for court proceedings; direct individuals to the proper area and provide schedule and procedural information to attorneys, jurors and others; secure the courtroom at the end of the day.

Direct and coordinate the case-flow of the courtroom, including but not limited to determining which cases are ready to proceed, if individuals and attorneys are present, papers have been served, interpreters or other necessary parties are present; call cases into court.

Provide general security for the court and staff; maintain vigilance in courtrooms and hallways and attempt to defuse or prevent confrontations.

Escort jurors to and from the courtroom and sequester them as necessary; attend to the needs of jurors.

Maintain courtroom security; provide general assistance to the Judge by delivering case files and obtaining information.

Escort defendants to the courtroom and may assist in completing bail bond forms, court appointed attorney forms and other forms; escort defendant to clerk's office for payment of fines and costs.

May inspect citizens entering the court and their personal items for weapons, contraband or otherwise suspicious items not allowed in the court; monitor individuals in the courtroom when court is in session.

Retrieve case files from the court clerk's office for the day's schedule; assist court clerk with administrative duties during court proceedings.

Obtain fingerprints as directed.

Assist court clerk with records filing and destruction of any expired files or records.

Support the City's policies, goals and objectives and work with management and other staff to ethically achieve such goals and objectives; ensure compliance with safety procedures.

## **KNOWLEDGE AND SKILLS:**

### **Demonstrated Knowledge of:**

City and Department procedures, policies and guidelines; Municipal Court procedures.

Finger printing protocol and techniques.

Practices and principal of providing exemplary customer service; conflict negotiation and defusing techniques.

### **Skill in:**

Establishing and maintaining cooperative working relationships with vendors, coworkers and other individuals in contact during the course of work; communicating clearly and concisely.

Operating a personal computer utilizing standard software such as Microsoft Office and some specialized software; functioning standard office equipment; proficient typing and data entry; accurate cash handling and money management.

Assessing and prioritizing multiple tasks and demands; maintaining composure and working effectively under stress; meeting deadlines.

Observing peoples' behaviors to determine any disruptive actions.

## **MINIMUM QUALIFICATIONS:**

Must possess High School Diploma or GED, and six (6) months paid fulltime experience performing court, law office, or closely related clerical tasks and/or security.

## **LICENSE, CERTIFICATION AND/OR SPECIAL REQUIREMENTS:**

Candidates who are selected for appointment may be fingerprinted, if 18 or older; successfully complete a background investigation, employment verification and may be subject to a drug/alcohol test, medical, polygraph and/or psychological evaluation. Candidates who are appointed will be required to possess a valid driver's license to operate a vehicle in Arizona, or meet the transportation needs of the position.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment. May require frequent sitting and continuous operation of a personal computer. May be required to perform a full range of motion with lifting and/or carrying items weighing up to 25 pounds.

Adopted:

Revised: Nov, 2014; April 2015