



Bailiff
Courts

Courts/10
Pay Grade: 16

JOB SUMMARY

This position is responsible for maintaining order and providing assistance for court operations.

MAJOR DUTIES

- Prepares courtroom for scheduled hearings.
- Maintains order in the courtroom.
- Escorts jurors to and from courtroom; retrieves written questions from panel members.
- Coordinates the transportation of inmates to and from court.
- Assists in the maintenance of courtroom supplies.
- Calls the Court to order when Judge enters room.
- Inspects public address system to ensure functionality.
- Maintains security in juror room.
- Provides assistance to the Judge as needed.
- Answers telephones; provides information and assistance to callers.
- Directs traffic on court days.
- Serves as court translator as assigned.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of court terminology, processes and procedures.
- Knowledge of job-related legal procedures and requirements.
- Knowledge of courtroom protocol and procedures.

- Knowledge of courtroom security principles.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the enforcement of security procedures.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish.

SUPERVISORY CONTROLS

The Court Administrator assigns work in terms of general instructions. The supervisor spot-checks completed work for procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include court and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related bailiff duties. The variety of tasks to be performed contributes to the complexity of the position.
- The purpose of this position is to provide security and assistance for court operations. Success in this position contributes to the efficiency and effectiveness of court operations and to the safety and security of the courtroom.

CONTACTS

- Contacts are typically with co-workers, other county employees, court personnel, attorneys, witnesses, inmates, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to motivate persons, and to resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, or stooping. The employee occasionally lifts light and heavy objects.
- The work is typically performed in an office and courtroom.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Must have a high school diploma or GED from an accredited institution.
- Ability to meet current requirements set forth by the Texas Commission of Law Enforcement Officers Standards and Education.
- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position is *not* covered under Civil Service; however, all other Webb County policies apply.

ACKNOWLEDGEMENT

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee's Signature

Print Name

Date

Supervisor's Signature

Print Name

Date