



Bailiff
County Judge's Office

CJO/5
Pay Grade: 16

JOB SUMMARY

This position is responsible for maintaining order and providing assistance for County Commissioners meetings.

MAJOR DUTIES

- Provides security for the County Judge and County Commissioners.
- Maintains order in County Commissioner and other meetings.
- Maintains assigned vehicles.
- Coordinates with law enforcement personnel to maintain security.
- Escorts the County Judge and staff to meetings and special events.
- Assists in the coordination of community events.
- Assists with general office duties as needed.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of security principles and practices.
- Knowledge of public meeting protocols and security principles.
- Knowledge of vehicle maintenance 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 Executive Assistant to the County Judge 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 county 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 the County Judge and Commissioners. Success in this position contributes to the safety and security of officials, staff and the general public.

CONTACTS

- Contacts are typically with co-workers, other county employees, elected and appointed officials, law enforcement personnel, 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 sitting at a desk or table or while intermittently sitting, standing, walking, or stooping. The employee occasionally lifts light and heavy objects.
- The work is typically performed in an office.

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.

