

**CLASS TITLE: BAILIFF**

**PURPOSE OF THE CLASSIFICATION:** Under general supervision is responsible for opening and maintaining order in court, and other related assigned duties.

**ESSENTIAL TASKS:**

- Opens and attends court sessions
- Maintains order in court and hallways
- Prepares and distributes the daily docket
- Escorts defendants in and out of court
- Performs errands for judges
- Assists minute's clerk and judicial services secretary
- May act as interpreter for the court and public defendants
- Under judge's orders, places defendants in custody and escorts to jail

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

**QUALIFICATIONS:**

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED), and four (4) years of experience as a guard, law enforcement agent, or military serviceman; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Some knowledge of legal procedure as it relates to service of legal processes; and some knowledge of court procedure as it relates to the calling of defendants, witnesses and complainants. Ability to maintain order in courtrooms during the course of a trial; ability to subdue and place defendant in custody and escort to jail; ability to keep work records and make activity reports; ability to understand and follow verbal and written orders; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a telephone; occasional lifting and carrying up to 5 pounds; occasional pushing and pulling up to 60 pounds; may be subject to extended periods of walking and standing; reaching, bending, and handling; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None required.

**WORKING ENVIRONMENT:** Working environment is primarily indoors and occasionally outdoors and in inclement weather.

**Class Code: 5511**

**EEO Code: N-05**

**Pay Code: OT-16**

**Group: Public Safety**

**Series: Public Safety Technical**

**Effective Date: October 1, 1995**