



<b>Department:</b>	Sheriff
<b>Reports TO:</b>	Sheriff
<b>Supervisory Duties:</b>	N/A
<b>FLSA Status:</b>	Non-Exempt
<b>Benefits:</b>	Not Eligible
<b>Union Status:</b>	N/A
<b>Last Updated:</b>	May, 2018

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## ***Position Details***

The Bailiff is responsible for maintaining order, integrity, safety and security during court proceedings.

### **Essential Duties of Duties and Responsibilities**

- Jury management: check in jurors, maintain jury etiquette and security, respond to juror questions and concerns, manage all needs of the jury panel.
- Communicate with the Judge, attorneys and other court staff.
- Maintain order in the court.
- Respond to court directives and take necessary actions to maintain security and safety of persons in court.
- Prepare reports documenting work activity as necessary.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

## ***Position Requirements***

### **Knowledge, Skills and Abilities**

- Acquire and maintain current knowledge of court procedures, rules and policies.
- Ability to attend training as required by the Sheriff.
- Ability to maintain proficiency in use and maintenance of all department owned and issued equipment.
- Ability to be available for call-out or extended shifts as required.
- Effective communication skills, both oral and written.
- Ability to utilize court computers and software related to position.

### **Education**

High School Diploma or GED.

### **Physical and Mental Requirements**

Positions in this job typically require: sitting, standing, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. This position may encounter unexpected and prolonged workdays and stress from dealing with emotional issues and conflicts. This position is generally light-duty and may require the exertion up to 20 pounds of force on occasion and the ability to lift, carry, push, pull and move objects.

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*The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.*

**Working Conditions**

Work is performed in an office/court indoor environment. There is exposure to angry or violent persons.

*The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.*

**Competencies Common to All County Positions**

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.