

**INGHAM COUNTY
JOB DESCRIPTION**

COURT BAILIFF

General Summary:

Under the supervision of a District Court Judge, serves as bailiff for an assigned courtroom. Maintains courtroom security, directs parties to proper area, and provides general assistance to the Judge by delivering case files, obtaining information, and performing related tasks. Escorts individuals to the clerk's office and to Jail, and takes custody of prisoners as necessary.

Essential Functions :

1. Opens the courtroom and ensures its readiness for court proceedings, directs parties to the proper area and provides schedule and procedural information to attorneys, jurors and others. Secures courtroom at the end of the day.
2. Directs and coordinates the case-flow of the courtroom, includes determining which cases are ready to proceed by determining if parties and attorneys are present, papers have been served, interpreters or other necessary parties are present, and calls cases into court.
3. Provides general security for the court and staff. Maintains vigilance in courtrooms and hallways and attempts to defuse or prevent confrontations. Assists in security for high profile cases by clearing the hallways or implementing other security measures.
4. May request a Preliminary Breath Test (PBT) from Defendants that appear intoxicated.
5. Escorts jurors to and from the courtroom and sequesters them as necessary, and attends to the needs of jurors.
6. Maintains order in the courtroom. Monitors individuals in the courtroom when court is in session.
7. Retrieves case files from the court clerk's office for the next day's schedule. Notifies Jail when to bring prisoners to the Court.
8. Escorts defendants to the courtroom and assists in completing bail bond forms, court appointed attorney forms and other forms.
9. Escorts defendant to clerk's office for payment of fines and costs.
10. Escorts prisoners back to the jail which requires use of handcuffs. Escorts defendants to various areas of the court including the traffic, probation, or criminal department.
11. Uses computer terminal to check driving records or case information.

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12. Completes judgment of sentence commitments, bond commitment forms, forms to order alcohol assessments, community service forms, and other documents. Explains sentencing requirements to Defendants, and delivers appropriate materials to Defendants.
13. Reviews applications for court-appointed attorney records defendant and case information, and forwards to court's attorney. Also reviews for accuracy paperwork to be delivered to the jail.
14. Provides general assistance to the Judge by retrieving files, locating law books and related tasks.
15. Acts as Special Deputy Sheriff with powers of arrest. May serve bench warrants or make arrests when Judge sentences from the bench, an individual reports to the Court on a bench warrant, when a crime occurs within the building, or as otherwise requested. Secures personal property and performs searches.
16. Guards prisoners in the Court Building.
17. Takes Defendants into custody as ordered by the Judge or Magistrate.
18. Performs a variety of miscellaneous tasks such as making copies, assisting in file searches, notifying jurors of canceled court proceedings, contacting various offices to gather information, and assisting in docket control and scheduling for visiting Judges.
19. May be required to carry and use a firearm or chemical spray.
20. May serve as back-up Court Bailiff for the Magistrate.

Other Functions :

21. None listed.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications :

Education: High school graduation or its equivalent, prefer some advanced coursework in criminal justice or law enforcement related capacity.

Experience: One year of experience in a court security or law enforcement or closely related capacity.

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Other Requirements: Must be able to be deputized. May be required to be trained in the use of firearms and chemical spray.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to access courtroom.

Ability to access the court location and the jail.

Ability to physically restrain individuals as necessary.

Considerable walking throughout the courthouse and to and from the Jail.

Working Conditions:

Regular contacts with persons charged and/or convicted of criminal offenses.

