

Job Description: BAILIFF/DISTRICT COURT

CLASS NO. 1062

EEOC CATEGORY: Protective Service Workers

PAY GROUP: Unclassified

FLSA: Non-exempt

SUMMARY OF POSITION:

Assists judge in administering courtroom procedure and maintaining order in the courtroom.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Assigned District Judge.
2. Directs: This is a non-supervisory position.
3. Other: Has frequent contact with District Attorney's Office, Sheriff's Department, juries, and the general public.

EXAMPLES OF WORK:

Essential Duties*

Supplies copies of court schedules to appropriate parties;

Instructs spectators, prospective jurors, and jurors regarding their conduct in the courtroom;

Calls witnesses to the stand;

Escorts jurors to and from jury box and ensures that all parties and counsels involved in a case are present before the proceedings begin;

Escorts persons found in contempt of court from the courtroom and holds them in custody until picked up by a Deputy Sheriff;

Assists judge in maintaining order in the courtroom;

Occasionally transports prisoners to and from courtroom;

Assists in administering the jury selection process;

Attends to needs of jurors during deliberations; and

**for the purpose of compliance with the Americans With Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.*

CLASS NO. 1062 (Continued)

Other Important Duties*

Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: courtroom procedure and activities.

Ability to: understand and follow written and oral instructions, rules, regulations, and laws; establish and maintain effective working relationships with other county employees and persons of widely divergent backgrounds; maintain order in difficult situations; communicate effectively, both orally and in writing; and maintain appropriate necessary certifications.

ACCEPTABLE EXPERIENCE AND TRAINING:

High school graduation, or its equivalent, and at least one year of experience in a courtroom, a court clerk's office, or a law enforcement agency;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED:

Basic Certification by the Texas Commission on Law Enforcement Officer Standards and Education at the time of hire or within six months of employment, and; appropriate Texas Driver's License.

*for the purpose of compliance with the Americans With Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.