

## **Job Description: BAILIFF**

**CLASS NO.** 1063

**EEOC CATEGORY:** Protective Service Workers

**PAY GROUP:** 112

**FLSA:** Non-exempt

### **SUMMARY OF POSITION:**

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

### **ORGANIZATIONAL RELATIONSHIPS:**

1. Reports to: Senior Bailiff.
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 cases 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. 1063 (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.

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