

**BAILIFF FOR 130<sup>th</sup> JUDICIAL DISTRICT COURT**

**CLASS NO. 503**

**EEOC CATEGORY: Protective Service Workers**

**PAY GROUP: 19**

**FLSA: Non-Exempt**

**SUMMARY OF POSITION**

Assists District Judge of the 130th Judicial District Court and Local Administrative Judge in administering courtroom procedures and in maintaining order in the courtroom; coordinates security staffing and protocols among and between the Sheriff and Judges of the district, county, and justice courts; assists with District Judge in scheduling courtroom use and managing conflicting dockets; assists Sheriff in general courthouse security patrol.

**ORGANIZATIONAL RELATIONSHIPS**

1.     Reports to:     District Judge of the 130th Judicial District Court. May also receive instruction on courtroom procedures and protocols from other District Judges, including court masters, the County Judge, or the Justice of the Peace;
2.     Directs:       This is a non-supervisory position; however, tasks may be assigned to Assistant Bailiffs on an as-needed basis.
3.     Other:         Has regular contact with co-workers, attorneys, litigants, jurors, representatives of various governmental agencies, and the general public.

**EXAMPLES OF WORK<sup>1</sup>**

**Essential Duties**

Attends all court proceedings and serves as bailiff in district courts and in grand jury proceedings as required;

Assists the District Judge in maintaining security and order in the courtroom, including instructing spectators, prospective jurors, witnesses, and jurors regarding their conduct in the courtroom;

Be responsible for the personal security of the court personnel, litigants, attorneys, and the general public during all court proceedings;

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<sup>1</sup> For the purpose of compliance with the Americans with Disabilities Act (ADA), this job description does not take into account potential reasonable accommodations.

Responds to inquiries and acts as liaison between attorneys, jurors, and other courthouse security personnel and law enforcement agencies;

Performs jury management duties, including ensuring jurors are provided for during proceedings, and escorting jurors to and from the jury box during trial;

Calls cases to be tried and witnesses to the stand;

Performs physical searches of individuals taken into custody in the courtroom and escorts persons found in contempt of court from the courtroom;

Serves warrants and alias capias during court proceedings; and

Assists in the transporting of prisoners to and from the courthouse holding cell for court appearances as required

#### Other Important Duties

Performs such other related duties as assigned.

### **PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT<sup>2</sup>**

Ability to lift 10-25 pounds frequently and 25-50 pounds occasionally;

Frequent reaching with arms, bending, twisting, standing, walking, stooping, and climbing stairs; and

Constant sitting and/or use of the computer and office equipment.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* laws of the State of Texas; courtroom practices and procedures; and basic law enforcement and legal office practices and procedures.

*Skill/Ability to:* maintain strict security and order within the courtroom; demonstrate proficiency in both oral and written communication; operate a computer using standard word processing, and spreadsheet software; establish and maintain effective working relationships with co-workers, attorneys, litigants, jurors, representatives of various governmental agencies, and the general public; make effective decisions under stressful situations; and maintain all appropriate certifications.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

Must meet all qualifications required by Texas Law;

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<sup>2</sup> Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

High school diploma, or its equivalent, plus at least five (5) years of law enforcement experience; and

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

**CERTIFICATES AND LICENSES REQUIRED**

Basic certification from the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE); and

Required to attend continuing education by law and/or by the District Judge.