



BAILIFF

Department: **Magistrate Court** Class Code: **18**
Reports to: **Presiding Magistrate** FLSA Status: **Non-Exempt**

GENERAL PURPOSE: Under limited supervision, performs court security activities in support of the Presiding Magistrate and other court staff.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Maintains order within the courtroom.
- Administers court rules and procedures. Analyzes and updates court security manual as needed.
- Acts as lead court security officer. Administers risk management and emergency planning.
- Provides routine daily inspections of the courthouse.
- Provides court security training to court staff and conducts training.
- Participates in local and state committees in relation to court security standards; administer bi-annual meeting for Chino Valley SEPC and its members. Attend mandatory training as required by the state.
- Provides assistance to attorneys, witnesses and the general public as requested.
- Sets up and maintains the courtroom for daily use, court trials, and hearings.
- Assists Court Administrator with review and updates to the court website.
- Maintains confidentiality of cases, issues, and records. Handles sensitive information with tact and discretion.
- Maintains the integrity, professionalism, values and goals of the Town by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Supports the relationship between the Town and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and Town staff; enthusiastically promotes the Town's goals and priorities in compliance with all policies and procedures.
- Performs related duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

High school diploma or equivalent and one year of experience as a security guard, police officer, military police officer or an equivalent combination of education, training and experience. Extensive background check required. Bi-lingual speaking capacity preferred.

Required Licenses or Certifications:

None.

Required Knowledge of:

JOB DESCRIPTION

Bailiff

- Court systems, procedures and protocols.
- Detention and arrest procedures.
- Applicable provisions of the Arizona Revised Statutes.
- Principles and practices of risk management and emergency planning.
- Basic first aid and CPR procedures and methods.
- Use of an AED.

Required Ability to:

- Develop and maintain effective working relationships with Town staff, attorneys, defendants, witnesses, victims and families, vendors, contractors and the general public.
- Work under pressure in a highly dynamic work environment with changing demands and priorities.
- Assess and diffuse potentially volatile situations while maintaining a peaceful and cooperative environment.
- Perform close quarter use of a firearm or taser.
- Administer laws and regulations; make decisions; maintain composure; and work effectively under stressful conditions.
- Provide courteous service to the public.
- Communicate effectively, both orally and in writing.

Physical Demands / Work Environment:

- Work is performed in a formal court work environment. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 20 pounds. May be exposed to potentially violent individuals.

Core values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step
		4/2018				

APPROVED: Human Resources

DATE: 10/10/2018