

Courtroom Bailiff

Job Description

I. STATEMENT:

The Bailiff is responsible to ensure the Courtroom docket is run smoothly, efficiently, and with dignity. The Bailiff will maintain themselves in a highly professional manner at all times. The Bailiff is also responsible to ensure that a written entry is completed and audio recordings of proceedings are secured for each case appearing before the Court.

II. QUALIFICATIONS:

- A. Minimum high school graduate.
- B. Bachelor's Degree preferred.
- C. Ability to present themselves in a professional manner and demonstrate strong interpersonal skills when interacting with the public and Court staff.
- D. Ability to execute scheduled docket in a timely manner.
- E. Ability to perform multiple tasks simultaneously.
- F. Proficiency in utilizing the Court's computer system to complete necessary functions of the Courtroom and possess strong typing skills.

III. RESPONSIBILITIES:

- A. Responsible for managing all aspects of the Court's daily docket including:
 - 1. Ensure legal files and social files for the daily docket are in order.
 - 2. Escort all parties into the Courtroom and obtain signed Waivers of Counsel when appropriate.
 - 3. Ensure that audio computer recording is made for each case and announce case on the record, including case number, parties present, and type of hearing.
 - 4. Provide the Jurist with legal and social files in Court.
 - 5. Complete and submit for signature a formal entry for cases. Make any necessary changes to the entry pending approval by the Jurist.
 - 6. Escort parties to the Clerk's Office for copies and/or further scheduling.
 - 7. Maintain and secure all exhibits entered into evidence.

8. Address security concerns in the Courtroom and make appropriate announcement when situations dictate additional assistance is needed.
- B. Maintain Courtroom and ancillary needs:
1. Monitor Courtroom recording system, check microphones, and arrange for maintenance of equipment as needed.
 2. Monitor Courtroom case evidence as necessary.
 3. Check for specific Courtroom needs as directed by the Judge or Magistrate.
- C. Perform any other duties deemed necessary and proper by the Intake Supervisor, Director of Administration, and Judge.

Rev. 1/18/17