



JOB DESCRIPTION

JOB TITLE:	Bailiff	FLSA:	Non-Exempt
DEPARTMENT:	District/Justice Court	GRADE:	T3
REPORTS TO:	Judge/Justice of Peace	DATE:	10/06/2016

SUMMARY OF JOB PURPOSE:

Responsible for maintaining security, safety and decorum in an assigned court and associated public facilities while the court is in session and during public access hours.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Monitors scanning equipment, books, prisoners at the bailiff station, security gate or in court as directed by the court.
- Maintains procedures to protect the safety of the judge and the court's property; protects all court personnel, attorneys, and visitors in the courts; maintains security of the jury during all phases of the trial.
- Calls court to order and maintains appropriate decorum in court whenever court is in session.
- Ensures potential witnesses are separated from jurors prior to and throughout trial.
- Takes emergency action and/or notifies emergency personnel as the situation warrants; may administer basic first aid or CPR if required.
- Transports detainees and assists transportation officers in moving detainees to and from the courtroom, holding cells and vehicles.
- Acts as liaison between the judge, attorneys, courtroom staff and the public in order to ensure the orderly conduct of court business.
- Opens and locks secured areas and facilities; sets up courtroom for operation.
- May execute warrants of arrest as assigned by the court.
- Locates and serves subpoenas, summonses, warrants, orders to show cause, restraining orders and writs of restitution, possession and execution to individuals, partnerships and corporations.
- Posts notices and lockouts of real property as provided by NRS.
- May perform general office support work, deliver or pick-up documents and other materials and assist the judge in other ways as instructed.
- May operate video recording equipment in the courtroom.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a team.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.



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QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

High school diploma/GED; AND two (2) years of experience in law enforcement or public safety; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills

Knowledge of:

- Policies and procedures of the warrant and extradition functions.
- Use of specified computer applications involving word processing, data entry and/or standard report generation.
- Use of specialized computer applications involving the design and management of databases or spreadsheet files and the development of special report formats.
- Business arithmetic.
- Applicable regulations, policies and statutes.
- Office administrative practices and procedures.
- Business letter writing and the standard format for typed materials.
- Record keeping principles and practices.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with the public, in person and over the telephone.

Skill in:

- Performing technical, specialized, complex, difficult or technical office support work.
- Reading and explaining rules, policies and procedures.
- Analyzing and resolving varied office administrative problems.
- Train staff in work processes and procedures.
- Organizing, maintaining and researching office files.
- Compiling and summarizing information and preparing periodic or special reports.
- Using initiative and independent judgment within established procedural guidelines.
- Organizing own work, setting priorities and meeting critical deadlines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Establishing and maintaining effective work relationships with staff, coworkers, and the public.



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REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Nevada Class C Driver's License.
- Nevada Category II POST Certification.
- CPR, AED, & First Aid certification within six (6) months of date of employment.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in an office and court setting, use standard office equipment; strength and stamina to physically restrain suspects, standing, and sitting for prolonged periods of time; occasionally lift and carry up to 50 pounds, strength to subdue persons, to drag, carry and lift persons and objects; vision to read printed materials and a computer screen; and hearing and speech to communicate in person or over the radio/telephone..