

SUPERIOR COURT OF MOHAVE COUNTY

JOB DESCRIPTION

TITLE: Bailiff
OCCUPATIONAL CATEGORY: Protective Services
DIVISION: Superior Court
EFFECTIVE DATE: 08/14/2021



CLASS CODE: J478
FLSA: Non-Exempt
SALARY RANGE: 8
STATUS: Classified

JOB SUMMARY

Under general supervision, undertakes, performs and provides courtroom support tasks, prepares for court proceedings, maintains order in the courtroom and performs a variety of office duties of a routine nature in support of a judicial division.

REPORTS TO:

Work is performed under general supervision of the Court Security Manager.

SUPERVISION EXERCISED

None.

ESSENTIAL JOB FUNCTIONS

*The following examples of duties provide a representative summary of the major duties and responsibilities but are **NOT** intended as a comprehensive list of job functions/duties performed by individuals assigned to this classification. Incumbents may not be required to perform all duties listed and/or may be required to perform additional, position-specific, duties.*

- Under the direction of the Judge, performs a variety of support tasks in and around the courtroom; assists prospective jurors, jurors, witnesses, attorneys, news media, general public and other interested parties within established guidelines, policies and procedures, and in accordance with applicable state statutes, rules, and administrative orders.
- Prepares the courtroom for the day's cases. Assures all parties involved in the proceedings are present. May call parties into the courtroom.
- Ensures order in the courtroom at all times during the sessions of the court and responds to emergency situations as first point of contact. Contacts court security for assistance as needed.
- Guards, protects and maintains privacy and security of the jury deliberation process room prior to deliberation; guards, protects and maintains the integrity and privacy of jurors during jury deliberation; escorts jurors to and from the courtroom.
- Responds to juror needs during trial and deliberation; carries jury messages and requests to and from the presiding judicial officer; remains with the jury during the deliberation period; may be required to spend nights and/or weekends with jurors during trials and/or deliberation if jury is sequestered.
- Escorts witnesses to and from the courtroom.
- Maintain absolute confidentiality of work-related issues, customer records, and restricted information.
- Conducts a search of the courtroom prior to court for weapons and contraband. Is responsible to ensure doors are locked and the courtroom is secure at the end of each court session.
- Handles sensitive and delicate issues with a high degree of firmness and cordiality; provides clerical services and support as assigned; and assists with the coordination of cases and people through the court process.
- Provides administrative support to judges and jurors, stock courtroom supplies.
- Attends to other court related matters at the judge's direction.
- Assist in emergency evacuations.

SECONDARY JOB FUNCTIONS

- Performs related work as required.
- Performs special assignments as requested.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Knowledge of applicable city, county, Arizona Supreme Court, state and Federal statutes, rules, ordinances, codes, administrative orders, case law and other relevant directives.

- Knowledge of Mohave County Superior Court and specific court-related policies and procedures.
- Knowledge of video conferencing software products(s) and other software used by court personnel.
- Knowledge of the principles of file and records management.
- Knowledge of court processes, procedures and legal terminology.
- Knowledge of modern office practices and procedures.
- Knowledge of the location of all fire extinguishers, first aid kits, automated external defibrillators (AED) and evacuation procedures.
- Knowledge of First Aid methods and Cardiopulmonary Resuscitation (CPR) procedures.
- Knowledge of general security protocols and procedures.

Skill in:

- Skill in establishing and maintaining effective working relations with co-workers, other County employees, representatives of other governmental agencies, the bar association, victims, witnesses, litigants, jurors, news media, general public and others having business with the courts of Mohave County.
- Skill in operating a personal computer utilizing a variety of commonly used and specialized software applications for video conferencing to display evidence, videos, or other items as directed.
- Skill in maintaining composure and working effectively under stressful conditions; remaining alert at all times and reacting quickly and calmly in emergency situations.

Ability to:

- Ability to comply with Superior Court of Mohave County Merit Rules, Administrative Procedures and Department Regulations.
- Ability to perform the essential functions of the job specifications with or without a reasonable accommodation.
- Ability to operate a personal computer utilizing a variety of commonly used and specialized software applications for video conferencing to display evidence, videos, or other items as directed.
- Ability to establish and maintain cooperative working relationships with court employees, other court and non-court related agencies and representatives, and the public.
- Ability to answer questions regarding court proceedings, confront members of the public who become agitated, and respond firmly and tactfully in stressful situations.
- Ability to handle confidential and sensitive information with tact and discretion.
- Ability to work under pressure handling significant problems and tasks that come up simultaneously and/or unexpectedly.
- Ability to deal impartially with an individual of various socioeconomic, ethnic and cultural backgrounds under stressful circumstances.
- Ability to follow written and verbal instructions.

WORK CONTACTS

Regular contact with associate personnel, other county departments, other agencies and the general public.

WORKING CONDITIONS/ PHYSICAL REQUIREMENTS

- Independent body mobility to stand, walk, bend, and sit for prolonged periods of time. In the event of an emergency the ability to go up or down three flights of stairs.
- Manual dexterity to reach, grasp and hand write.
- Vision sufficient to see and read; hear and speak to communicate.
- May be exposed to potential physical harm, hazardous chemicals and/or infectious diseases.
- Work is subject to varying post and/or job-site assignments and may be subject to irregular work hours/ schedules to include completion of work on holidays and weekends.
- Work may also require traveling.
- May also deal with individuals who may be disruptive, unruly and/or unstable.
- The ability to lift, unload and/or carry heavy, bulky items, equipment, supplies and/or other materials weighing up to 30 pounds to and from various locations throughout the courthouse.
- In the event of an evacuation, escort the jurors to designated evacuation site approximately 500 yards from the courthouse.

REQUIRED MINIMUM EDUCATION, EXPERIENCE AND TRAINING

A high school diploma/GED **OR** any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

SPECIAL JOB REQUIREMENT

- Must complete annual training as required by the Committee on Judicial Education and Training (COJET).
- Must possess a valid State of Arizona Driver's License at the start of employment and maintain said license while employed in this position.
- Provide acceptable driving history at no cost to the County.
- Must obtain within sixty (60) days of employment first aid/CPR certification.
- Employees are subject to immediate callout when an emergency, disaster or breach of homeland security occurs. Employees shall be available, unless excused, to ensure the court is adequately staffed during and immediately following natural and/or manmade disasters, infectious disease outbreaks, and acts of terrorism. This may require assisting other employees in the work unit in accomplishing assignments as necessary and the working of unusual, long hours over an extended period of time with infrequent breaks or rest periods. An employee who is working with an accommodation must meet with their supervisor and division head to discuss their requirement for response.

DISCLAIMER

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. It is illustrative and representative. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment within the scope of the job specification for the position. The job description does not constitute an employment agreement and is subject to change at any time by the Superior Court. Physical characteristics described herein are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable an individual with a qualified disability to perform the essential functions of a job, on a case-by-case basis.