

SUPERIOR COURT OF MOHAVE COUNTY

JOB DESCRIPTION

TITLE: On-Call Bailiff Protective Service Temp
OCCUPATIONAL CATEGORY: Protective Services
DIVISION: Superior Court
EFFECTIVE DATE: 02/10/2020



CLASS CODE: J476
FLSA: Non-Exempt
SALARY RANGE: RA
STATUS: Unclassified

JOB SUMMARY

Under general supervision, undertakes, performs and provides a variety of office and courtroom support tasks of a routine nature in support of a judge. Maintains the integrity of the jury during all phases of the trial and performs related duties as required.

REPORTS TO:

A higher level of authority.

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 wide variety of support tasks in and around the courtroom; assists jurors, prospective 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.
- Guards, protects and maintains privacy and security of the jury deliberation room prior to deliberation; guards, protects and maintains the integrity and privacy of jurors during jury deliberation; escorts jurors to and from the courtroom, tends to the needs of the jurors during jury deliberations; and may escort witnesses.
- Responds to juror needs during trial and deliberation; carries jury messages and requests to and from the presiding judicial officer; remains with 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.
- 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.

SECONDARY JOB FUNCTIONS

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Mohave County and specific court-related policies and procedures.
- Legal terminology.
- Modern office practices and procedures.

Skill in:

- Communicating and maintaining professionalism with the public, co-workers, and work contacts.
- Communicate effectively with a variety of people, organizations and entities.
- Basic principles and practices of caseload management, records management, jury management and intergovernmental relations.
- Interpersonal skills that supports working with a diverse group of individuals that include judges, court staff, litigants, attorneys and the general public.

Ability to:

- Perform the essential functions of the job specifications with or without a reasonable accommodation.
- Comply with Superior Court of Mohave County Merit Rules, Administrative Procedures and Department Regulations.
- Establish and maintain cooperative working relationships with court employees, other court and non-court related agencies and representatives, and the public.
- Work under pressures handling significant problems and tasks that come up simultaneously and/or unexpectedly.
- Handle confidential and sensitive information with tact and discretion.
- Deal effectively with people in potentially stressful situations.

WORK CONTACTS

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

WORKING CONDITIONS/ PHYSICAL REQUIREMENTS

- 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 be required to lift and/or carry heavy, bulky items, equipment, supplies and/or other materials weighing up to 30 pounds.
- 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 **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.
- 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.