

Job Title: Court Bailiff
Department: Court
Reports to: Court Services Administrator

FLSA: Non-exempt
Designation: Safety Sensitive
Revised: 04/02/2018

Job Summary: Court Bailiffs are sworn police officers who are assigned to assist in the operation and security of the Municipal Court of the City of McDonough. The bailiff's primary responsibility is court security, to include: protection of the judge, controlling inmates, conducting and providing physical security for the court. They are assigned and supervised by the Court Services Administrator.

Major Duties:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Conduct a search of the courtroom before court for weapons and contraband. Bailiffs are responsible for locking the doors and turning off lights at end of court;
- Inspect packages and persons coming into the courtroom in a reasonable manner;
- Recognize and handle suspicious packages/persons, using magnetometer, when needed;
- Announcement of the opening and closing of the Municipal Court;
- Summon officers and witnesses to testify;
- Provide general security for all persons attending court;
- Provide security and safety for the Court; including keeping order in the court and making arrests if necessary;
- Provide assistance during any emergency situation, including medical, weather, fire, etc.;
- Maintain custody of and escort/transfer prisoner(s);
- Attend to other court related matters at the judge's direction or other authorized court staff;
- Maintain a dignified and professional atmosphere in the courtroom;
- Operate department vehicle in performance of duties;
- Perform other related duties as assigned.

Knowledge, Skills and Abilities Required by the Position:

- Must be knowledgeable regarding location of all fire extinguishers, first aid kits and evacuation procedures; knowledge of first aid and CPR;
- Knowledge of applicable federal laws, state laws and city ordinances, especially the criminal and traffic codes; the laws of arrest, search and seizure; the laws regarding civil liability; the rules of evidence; and the laws and regulations regarding peace officers;
- Knowledge of departmental policies, procedures, directives, rules and regulations;
- Knowledge of the confidentiality requirements of criminal justice information and criminal history record information;
- Knowledge of the geography, road network, traffic patterns, crime patterns, public buildings, and emergency facilities of the city;
- Knowledge of GCIC operating procedures, rules and regulations, including the GCIC databases and how they interrelate;

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- Knowledge of Federal Communications commission rules and regulations pertaining to Public Safety radio users and of radio system signals and codes; comprehension and use of codes on radio transmissions;
- Knowledge of general police procedures and the criminal justice system;
- Knowledge of mechanics of arrest and self-defense tactics and procedures;
- Knowledge of standard American English grammar, punctuation, spelling and basic math;
- Knowledge of adult human behavior, cultural differences, and socio-economic problems;
- Knowledge of the signs and symptoms of mental/physical impairment;
- Knowledge of interpersonal communication skills, including tactical communication skills;
- Ability to handle difficult and emergency situations in an effective, safe, timely and legal manner;
- Ability to read, speak, write and spell using standard American English to complete accurate basic and comprehensive reports used by the criminal justice community and public;
- Ability to recall and relate details of incidents in the preparation of written reports or in relating information to concerned parties;
- Ability to understand and follow quickly and accurately oral and written instructions and procedures;
- Ability to obtain information through observation interview;
- Ability to successfully complete the Department's training programs following employment/assignment;
- Ability to give accurate directions, make distinction between civil and criminal incidents, work well in a high pressure multi tasked environment amid frequent interruptions with ability to redirect focus, and if assigned as Officer in Charge, to exercise proper judgment with subordinates and the general public;
- Ability to prioritize tasks with flexibility as situation and circumstances change;
- Ability to plan, research and utilize information in the administration of duties;
- Ability to establish and maintain effective working relations, both individually and as a team, with supervisors, peers, subordinates, other city employees, attorneys, and the general public;
- Ability to assert self appropriately as well as make decisions and solve problems;
- Ability to meet Departmental firearms qualification standards and to possess and/or be in control of a firearm, under state and federal laws;
- Ability to handle confidential information;
- Ability to make appropriate judgments in tense and evolving situations regarding appropriate tactics and the use of only reasonable and necessary force in order to defend one's self and others from attack and to make forcible, physical arrests;
- Ability to operate a computer;
- Ability to maintain P.O.S.T. certification;
- Ability to use a taser in the performance of duties;
- Ability to operate City vehicles in the performance of duties and/or to attend training programs;
- Ability to successfully complete the selection process for this position;

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- Skill in the proficient use of all police equipment used in the performance of their job, including but not limited to: firearms, radio, impact weapons, chemical weapons, and handcuffs;
- Skill in self-defense and in arresting/restraining persons;
- Skill in performing first aid and CPR techniques;
- Skill in writing legibly;
- Skill in using office equipment.

Supervisory Controls: The Court Services Administrator assigns work in terms of court goals and objectives. The work is reviewed through reports and observation of activities.

Guidelines: Guidelines include federal, state and city ordinances and regulations including court procedures and law enforcement action. These guidelines require sound judgment in interpretation of application.

Complexity: The work involves performing various duties in protecting life and property and enhancing public safety in the City of McDonough. The incumbent is required to perform varied duties including physical observation, operating a computer, processing paperwork, and interpersonal communication – possibly in adverse situations.

Scope and Effect: The purpose of this position is to provide courtroom security and assist the judges during court sessions. Successful performance helps ensure the safety and efficiency of court processes.

Personal Contacts: Contacts are typically with judges, attorneys, co-workers, various court personnel, law enforcement personnel, insurance agency staff, inmates, and general public.

Purpose of Contacts: Contacts are typically to give and exchange information and provide services.

Tools and Equipment Used: While performing the duties of this job, the employee uses and operates a variety of tools and equipment, including: Computer, printer, telephone, fax, copy machine, two-way radio/cell phones, firearm, and handcuffs.

Physical Demands: While performing the duties of this job, the employee is frequently required to use their hands to finger, handle, feel or operate objects, equipment, tools or controls. The employee is frequently required to reach with hands and arms, including stretching. Also frequently required to sit, stand, walk, talk (to convey information and to ask questions, etc.), hear ordinary conversations on the phone or in person. Frequently lifts light objects (5-10 lbs), utilizing proper body mechanics and techniques and potentially lift, carry or drag very heavy (more than 100 lbs) objects or persons (in emergency situations). Occasionally required to climb, push, kneel, squat, bend or stoop. Use equipment requiring a high degree of psychomotor skills (hand-eye coordination). Have correctable hearing abilities sufficient to perform job duties. Have correctable binocular vision sufficient to perform job duties, with no marked red-

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green deficiency of color vision, normal depth perception, no significant interference with night vision, no significant loss of peripheral vision, and no uncorrectable strabismus which is accompanied by double vision. Have correctable speaking abilities sufficient to perform job duties. Have strength, dexterity and endurance required to use physical force necessary to defend themselves against attack and be able to arrest and restrain persons. Be able to smell natural gas leaks, smoke, and other hazardous odors.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee normally works in a courtroom and an office environment, with long periods of standing. The noise level in the work environment is usually moderately quiet. The employee may be potentially subjected to extended periods of physical and mental exertion under highly stressful conditions and must be able to remain calm and think logically. The employee may be subjected to rapid changes of environment from pleasant to highly dangerous and life-threatening situations and conditions. Work contains an element of personal, physical, and psychological risk, and an employee must be able to exercise personal restraint and control in a professional manner and exercise sound judgment independently in emergency situations. The employee may potentially be exposed to: infectious diseases, irritating chemicals, biological hazards, flammable substances, explosives, firearms, hostile individuals or crowds, and other adverse and/or potentially life-threatening situations.

Supervisory and Management Responsibility: None

Minimum Qualifications:

A High School diploma or state-issued GED is required. A post-secondary degree, diploma, or course work from a recognized institution in criminal justice, business administration, public administration or closely related field is desirable; at least twenty-one (21) years of age; United States citizen (per state law); P.O.S.T. certification in Law Enforcement is required; taser certified or ability to become taser certified; valid State of Georgia Driver's License; satisfactory MVR; satisfactory criminal history; pass post-offer employment physical; equivalent combination of education and experience.

Signed GCIC "Awareness Statement Form" regarding confidentiality of criminal justice information and criminal record information which includes an understanding of the stringent regulations concerning the protection of such information from the dissemination to unauthorized persons is required.

Desirable Qualifications:

Courtroom Security experience, or general law enforcement experience or work involving frequent contact with the public and requiring the exercise of considerable tact and diplomacy is highly desirable. Courtroom Security or related training from a recognized institution or police academy is desirable.

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The City of McDonough, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.