

**SHERIFF'S BAILIFF**

**DEFINITION**

To maintain the security of assigned courtroom prior to, during, and after hearings and trials; to ensure that courtroom rules and procedures are followed as set forth by the presiding judge; and to prepare assigned courtroom for daily operation. Employees in this classification receive general supervision within a framework of standard policies and procedures. This classification functions at the journey level.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Sheriff's Sergeant – Patrol.

**EXAMPLES OF ESSENTIAL FUNCTIONS**

Provides security and dignitary protection at the Superior Court and occasional off-site locations.

Maintains security and order in the courtroom and court premises; enforces courtroom rules of behavior.

Escorts jury to and from areas outside of courtroom; acts as liaison for jurors during court session and deliberations.

Escorts prisoners to and from jail and courtroom; maintains custody of prisoners.

Provides information to the public and participants at proceedings.

Collects and retains unauthorized firearms, weapons, and other contraband from persons entering courtroom.

May arrest individuals violating laws during proceedings.

May be required to testify in court.

May serve legal papers such as subpoenas, summonses, complaints, writs of attachment, execution, and restitution.

May transport jail inmates when security needs require an armed peace officer; may supervise prisoners at detention facilities and in court holding areas.

May serve arrest and bench warrants.

Maintains the scheduling of extra-help sworn and non-sworn staff.

May prepare records and reports relating to the business of the Court and/or the Sheriff's Office.

Performs other related duties similar to the above in scope and function as required.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

Local, County, and State laws, ordinances, and statutes pertaining to law enforcement.

The principles and practices of law enforcement work including crime prevention, investigation, and custody and identification.

Courtroom procedures and rules governing proceedings.

### **Ability to:**

Read, interpret, and understand laws, rules, and other written materials effectively.

React quickly and calmly to emergency situations, isolate and analyze problem causes, and take appropriate action to resolve problems identified.

Cope with stressful situations firmly and tactfully.

Learn standard police radio procedures and codes.

Communicate effectively in both oral and written forms.

Observe and remember detailed information, facts, names, and faces.

Meet the physical requirements and standards necessary for successful job performance.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

## **TYPICAL WORKING CONDITIONS**

Work is performed primarily in a court setting including courtroom, outdoor and transportation work. Work involves heavy public contact and confrontational and potentially hostile and violent situations.

## **TYPICAL PHYSICAL REQUIREMENTS**

Requires the ability to stand and walk for extended periods of time; lift and/or move weights up to 55 lbs. from floor level, such as lifting an injured person; run quickly, such as in responding to an emergency situation; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio, visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen. Must be able to operate defensive devices, including but not limited to chemical spray and baton.

**MINIMUM QUALIFICATIONS**

**Experience:**

Familiarity with judicial laws or courtroom proceedings.

**Education:**

Graduation from high school or equivalent.

**Additional Requirements:**

Possession of a valid California driver's license. Under certain circumstances, the Human Resources Director may accept a valid driver's license from another state if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

Ability to pass a background investigation, physical, and psychological evaluation prior to appointment.

And one of the following:

Satisfactory completion of a Peace Officer Standards and Training (P.O.S.T.) approved California Peace Officer Academy;

**OR**

Successful completion of the California Basic Course Equivalency Examination administered by the State of California Commission on Peace Officer Standards and Training and a valid CPR/First Aid certificate;

**OR**

A "Basic Certificate" as issued from the State Commission on Peace Officers' Standards and Training.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.**