



JOB DESCRIPTION

JOB TITLE:	Municipal Court Bailiff
DEPARTMENT:	Municipal Court
REPORTS TO:	Court Administrator or other assigned supervisor
FLSA STATUS:	Regular/Part-time; Non-exempt
CIVIL SERVICE STATUS:	Non-Civil Service
WORK SCHEDULE:	Part Time – Various hours as assigned

JOB SUMMARY

This is a responsible position with emphasis on providing security for the Municipal Court, both during daily operations and during court proceedings. Work is performed under minimal supervision in accordance with standardized training methods as set forth through the Texas Department of Public Safety Private Security Board. Work is accomplished through work assigned by supervisors and self-initiation. Assignments are performed with competent, professional work ethics which require the ability to make rational, sound decisions. These decisions require the ability to listen closely, to discern appropriate facts, remember them, write them down in an effective manner, then to act accordingly.

SUPERVISES:

Does not regularly supervise any employee.

ESSENTIAL JOB FUNCTIONS:

Duties include but are not limited to the following:

- Responsible for understanding State Law and how it applies to Municipal Court jurisdiction.
- Maintain accurate records and keep city materials, reports and documents confidential as provided by policy and law;
- Effectively communicate with the Presiding Judge, Associate Judges, Court Administrator, Municipal Court staff, citizens, attorneys and other law enforcement agencies to exchange information and ensure court security;
- Effectively communicate well with the general public to answer questions, take complaints, and assist in any way possible;
- Provide security in courtroom during court proceedings, screen visitors for weapons and contraband as appropriate, and escort defendants to and from the court room;
- Assist in the safety and security of the Municipal Court building and court users;
- Monitors security cameras as appropriate;

- Visible as an Armed Municipal Court Bailiffs.
- Assist the Judge and court staff during all court proceedings as directed;
- Collects and maintains inventory of items taken or lost during the course of daily activities;
- Directs jury activities; may act as a liaison between the judge and jurors; assures the safety and security of the jurors;
- Register jurors and assist them during their service;
- Writes documents including reports and office memorandums;
- Handle emergency and conflict situations in a calm and effective manner and adopt an effective course of action when necessary;
- Exercises appropriate discretion and uses good judgment in performance of duties;
- Attends trainings specific to legislative changes affecting municipal courts and continued education;
- Maintains necessary certifications, including Texas Private Security Board Level 3 Guard.
- Attends appropriate training and qualifies as required with assigned weapons, including but not limited to firearms, baton, oleoresin capicum (OC) spray, and Taser.
- Performs other duties as assigned by the Presiding Judge or Court Administrator.

OTHER JOB FUNCTIONS:

DUE TO THE NATURE OF THE JOB PERFORMED BY BAILIFFS, ASSISTANCE TO THE MUNICIPAL COURT MAY TAKE ON VARIOUS FORMS NOT LISTED ABOVE. GENERALLY SPEAKING, A BAILIFF MUST BE WILLING TO TAKE ON ANY TASK WHICH HE OR SHE MAY BE CALLED UPON TO PERFORM BY THE PRESIDING JUDGE OR COURT ADMINISTRATOR.

KNOWLEDGE, SKILLS & ABILITIES

- Good working knowledge of modern security methods, procedures and objectives;
- Must be able to read and understand reports, memos, manuals, policies, rules, regulations, laws ordinances and statutes;
- Knowledge of basic math to calculate bonds, fines, etc;
- Ability to observe situations analytically and objectively and to report and record them clearly and complete in writing;
- Ability to deal courteously but firmly with the general public;
- Ability to report to work regularly and on time;
- Ability to get along and work well with others;
- Ability to establish and maintain cooperative working relationships with staff, City departments, court personnel, outside agencies, contractors, vendors, community organizations, and the general public;
- Good knowledge and skill in the use and care of firearms and other security equipment;
- Ability to act quickly and calmly under emergency conditions;
- Ability to deescalate tense situations and deal with difficult individuals without unnecessarily escalating tensions.
- Ability to analyze situations and adopt a quick, effective and reasonable course of action;

- Ability to act without direct supervision and to exercise independent discretion in meeting emergencies;
- Adequate physical strength and agility to perform arduous work, even under adverse weather and/or less-than-ideal conditions;
- Ability to exert physical force as needed to intervene in conflict situations or subdue suspects;
- Ability to establish an effective working relationship with other employees;
- Good knowledge of the geography of the City including streets, landmarks, certain buildings and businesses, and city limits;
- Good knowledge of judicial processes and various types of court documentation;
- Good knowledge of Municipal Court policies and procedures;
- Ability to quickly acquire the knowledge, skills and abilities necessary to function effectively and efficiently in the job.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE:

- High school diploma or a G.E.D. equivalent.
- Minimum age requirement - 21 years of age.
- Must be trustworthy and of good moral character as determined by an appropriate background investigation.
- Level 3 Guard Certification as set forth by the Texas Department of Public Safety Private Security Board.
- Must have or be able to obtain TLETS certification.
- Must have or be able to obtain CPR, First Aid and AED certification.
- Must have or obtain Court Security Officer Certification.

SPECIAL REQUIREMENTS LICENSES AND CERTIFICATIONS

- Level 3 Guard Certification issued by the Texas Department of Public Safety Private Security Board.

ENVIRONMENTAL FACTORS AND SAFETY HAZARDS:

May be exposed to possibly dangerous criminals, hazardous chemicals and diseases on a daily basis. Must possess sufficient physical strength and stamina to bend, run, lift and crawl into small spaces and to restrain suspects.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; mobility to operate various security equipment, including a computer, radio, metal detector, and surveillance cameras; mobility, physical strength and stamina to respond to emergency situations. The employee is frequently required to sit and talk or hear. The employee is frequently required to stand, walk, run, use hands to finger, handle, or operate objects, controls, or tools listed above. The employee is occasionally required to reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, and taste or smell. The employee may occasionally be required to physically subdue combative subjects and must

maintain a level of physical ability accordingly. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

APPLICANT NOTES:

- Regular and reliable attendance is required of all employees.
- Pre-employment and ongoing drug screens are required and the substance abuse policy is strictly enforced.
- This is an at-will position.
- The job description is a general summary; it is not an all-inclusive list of job duties, and employees will be called upon to complete other duties as assigned

The City of Forest Hill is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA), the City of Forest Hill will provide reasonable accommodations to qualified individuals with disabilities.

I have read and understand the duties and responsibilities of this job description.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____