

JOB DESCRIPTION

Essex County, VA

Job Title	Court Bailiff
Department	Sheriff Office
Category	Part- Time – depending upon court schedule
FSLA	Non-Exempt
Pay Grade	
Report to:	Lieutenant, Captain, Major or Sheriff
Supervises:	NA

JOB SUMMARY/PURPOSE

This position performs responsible work as a Law Enforcement Officer work in a court, including patrolling the courts, maintain an orderly and safe court environment, screening all citizens entering the courthouse, serving court papers, and restraining disturbed or violent court participants, The Court Bailiff is required to exercise good judgment in administering law enforcement services in accordance with regulations and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

ESSENTIAL JOB FUNCTIONS

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Maintains order in the court environment; aid people who are in danger of physical harm;
- Screens all citizens entering the courthouse by use of metal detector and/or handheld wand;
- Assist in the monitoring and transportation of prisoners within the building
- Patrols court grounds and parking lots;
- Obtains and executes warrants, subpoenas and serves civil papers;
- Answers court participant complaints or questions and refers them to appropriate agencies, makes arrests, apprehends persons violating the law, observing and interrogating suspicious persons,
- Assists with reducing the opportunities for the commission of crime through preventive and other measures;
- Writes reports related to tasks completed during shift and fills out departmental paperwork as needed; inform co-workers and supervisors of issues addressed and issues that need follow up;
- Maintains weapons, equipment and vehicle to ensure functional conditions;
- Obtains DCJS training hours annually to maintains all certifications and skill levels;
- Works with and conducts training with court staff related to lock down procedures and active shooter incident;
- Transports suspects, prisoners and mentally ill to a facility;
- Ensures that all work is conducted in a safe manner and all work safety practices are followed;
- Performs similar or related work as required, directed or as situation dictates;
- Assists other Office staff as needed to promote a team effort to serve the public;

- Continues training; keeps current with law enforcement and court standard operating procedures and maintains all appropriate certifications;
- Consistent on-site/field work and on-time attendance is essential for this position based on assigned schedule.

MINIMUM REQUIREMENTS TO PERFORM WORK

- High school diploma or any equivalent combination of education, training and experience that provides the requisite knowledge, skills, and abilities for this job, supplemented by one year of related security experience preferred

Licenses or Certificates:

- Valid driver's license
- Must pass DCJS Court Security Certification (less weeks of training than Deputy Sheriff) within 12 months of hire

Other Requirements:

- Must pass a criminal background investigation, drug test, physical test and health exam.

Knowledge, Skills and Abilities:

- Knowledge of standard operating procedures related to law enforcement court activities;
- Knowledge of economic and basic human behavior;
- Knowledge of the occupational hazards and safety precautions of the discipline;
- Knowledge of proper terminology used in the discipline;
- Ability to analyze situations to make sound judgments within the framework of existing laws, policies, and regulations and complete tasks efficiently and accurately;
- Ability to organize information and develop/maintain records in various formats;
- Ability to work effectively with others;
- Ability to communicate effectively using solid reading, writing, listening and speaking skills; ability to produce law enforcement and/or electronic reports that accurately convey information and explain law enforcement situations to the public;
- Ability to follow written and oral instructions;
- Ability to interpret laws, policies, and regulations and the ability to make decisions based thereon;
- Ability to establish and maintain effective working relationships with coworkers, citizens, other public and private agencies, and the public, sometimes under stressful situations;
- Ability to collect and disseminate information;
- Ability to maintain professional ethics related to confidentiality;
- Ability to write reports and complete forms;
- Ability to work under stressful or dangerous conditions, often involving considerable personal risk or risk to others;
- Possession of physical endurance and agility to deal with disturbed or violent people and to use emergency law enforcement equipment and vehicle during a crisis;
- Ability to react quickly and calmly in emergency situations;
- Ability to deal courteously, yet firmly and effectively with the public in emergency situations;

- Ability to learn and utilize new skills and information to improve job performance and efficiency.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions		X		
Work in high, precarious places	X			
Work with toxic or caustic chemicals		X		
Work with fumes or airborne particles		X		
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			
Equipment Used: office equipment, gun, pepper spray, baton, handcuffs, radio, and other law enforcement equipment			X	

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing				X
Walking				X
Sitting			X	
Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing or balancing	X			
Stooping, kneeling, crouching, crawling	X			
Reaching with hands and arms			X	
Smelling		X		
Bending, pulling, pushing, restraining those arrested			X	
Other-Driving		X		
Other-Performing screening of those visiting the court or transporting prisoners			X	

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds			X	
Up to 75 pounds		X		
Up to 100 pounds		X		
Over 100 pounds with assistance		X		

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)		X		
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic/sirens)		X		
Very Loud		X		

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change).