

MOWER COUNTY

JOB TITLE: Bailiff – General

Bailiff Job Duties

Bailiffs work with a variety of court personnel, government workers and lawyers. Although their primary role is to maintain order and provide security, many of their day-to-day duties are administrative in nature. A bailiff's job responsibilities may include some or all of the following tasks:

Pre-Trial Duties:

- Unlock/lock courtrooms and jury rooms and ensure that they are neat and orderly;
- Fill water pitchers for court and jury rooms;
- Maintain supplies of paper, pencils, water and other materials for use during court;
- Sign in all persons appearing for court and ensure each is on the docket.

Trial/Courtroom Duties:

- Open court and inform judge that court is ready;
- Take custody of jurors, assist jurors in finding seats and distribute jury questionnaires;
- Call witnesses and administer oaths to witnesses and jurors;
- Relay messages from jurors to court and/or families;
- Advise court personnel and attorneys when verdicts are reached;
- Collect evidence from juries;
- Operate courtroom equipment;
- Prevent smoking, noise or other distractions in the courtroom during trial;
- Close court.

Education/Experience

To become a bailiff, you should have a high school diploma or general education degree (GED). Supplemental training, either at a 2- or 4-year college, vocational school or police academy will improve your employment prospects for a bailiff position.

Coursework in a field like criminal justice, law enforcement or civil rights provides a good background for a bailiff. Prior experience as a law enforcement officer and/or court-related experience is desirable. A background investigation will be conducted prior to hire.