



Bailiff

Job Description

Department: Sheriff's Department

FLSA Status: Non-Exempt

Supervisor Title: Chief Deputy Sheriff

Minimum Qualifications of Education and 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.

Required License (s):

Incumbents in this class typically require:

- None

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.

Persons with Disabilities:

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodations may be available for both essential and non-essential job duties.

Physical Demands and Work Environment:

Semi-sedentary work in a normal climate controlled office with adequate lighting and a moderate noise level or in a court room. May occasionally lift 15-20 pounds. Involves regular contact with the public, other staff and other agencies. May also deal with individuals who may be emotionally charged.

Disclaimer:

This description is intended to describe the kinds of tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Access to Not Public Data:

A county employee in this position may encounter Not Public Data as defined by Minnesota or federal law in the course of the job duties. Any access to Not Public Data should be strictly limited to accessing the data that is necessary to fulfill the defined job duties. While data is being accessed, the employee should take reasonable measures to ensure the Not Public Data is not accessed by unauthorized individuals. Once the work reason to access the data is reasonably finished, the employee must properly store the Not Public Data according to the applicable provisions of Mower County employee policies and Minnesota or federal law. All employees are expected to become familiar with and comply with the requirements of the County’s Data Practices and Data Security Policies and a breach of these policies may lead to disciplinary action against the employee.



“Supports the county’s mission to deliver effective services for Mower County with integrity, fiscal responsibility, collaboration and a dedication to high level of customer service.”

Employee Signature _____ Print Name _____ Date _____

Classification History:	
Date:	Comments:
June 2019	