

Job Description: BAILIFF (DISTRICT COURT)

CLASS NO. 204

EEOC CATEGORY: Protective Service Workers

PAY GROUP: 16

FLSA: Nonexempt

SUMMARY OF POSITION

Assists Judge in administering courtroom procedure and in maintaining order in the courtroom.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: District Judge; receives supervision from Court Coordinator in Judge's absence.
2. Directs: This is a non-supervisory position.
3. Other: Has daily contact with co-workers, jurors, the Sheriff's department, and the general public.

EXAMPLES OF WORK

Essential Duties*

Serves as bailiff in district courts and county court and in grand jury trials as required;

Assists the Judge in maintaining security and order in the courtroom, including instructing spectators, prospective jurors, and jurors regarding their conduct in the courtroom;

Calls cases to be tried and witnesses to the stand;

Serves warrants and capias during docket calls;

Assists in directing jurors, and escorts jurors to and from jury box;

Transports prisoner to and from jail for court appearances as required;

Escorts persons found in contempt of court from the courtroom; and

Serves warrants and subpoenas for the Sheriff's departments.

Other Important Duties*

Performs such other related duties as may be assigned.

*for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
8/2012

CLASS NO. 204 (Continued)

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: laws of the State of Texas; courtroom practices and procedures; and current basic law enforcement practices and procedures.

Skill/Ability to: maintain strict security and order within the courtroom; demonstrate proficiency in both oral and written communication; establish and maintain effective working relationships with co-workers, county officials, jurors, and the general public; and maintain appropriate necessary certifications.

ACCEPTABLE TRAINING AND EXPERIENCE

High school graduation, or its equivalent, plus two years of related work experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Basic Certification by the Texas Commission on Law Enforcement Officer Standards and Education.

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