

Monroe County Bailiff – Probate Court

Department: Probate Court

Wage Grade: Rye-6

FLSA Status: Non-Exempt

Affiliation: Non-Union

General Summary:

Under the supervision of a Probate Court Judge, serves as bailiff for an assigned courtroom. Maintains courtroom security, directs parties to proper area, and provides general assistance to the Judge by delivering case files, obtaining information, and performing related tasks. In the absence of the Judicial Secretary, answers the phone, takes messages, and performs other clerical functions.

Essential Functions: *(An employee in this position may be called upon to do any of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily).*

- Opens the courtroom and ensures its readiness for court proceedings, directs parties to the proper area(s) and may provide general information to attorneys, litigants, jurors and others. Secures the courtroom at lunch recess and at the end of the day.
- Ensures physical safety and security of the Judge, his staff, and the courtroom by making inspections, observations, and interaction with those who enter the courtroom.
- Assists in processing jurors, escorts jurors to and from the courtroom and sequesters them as necessary.
- Assists the Judge in maintaining order in the courtroom. Monitors individuals in the courtroom when court is in session. Notifies Sheriff's Department of need for additional security.
- Provides general security for the Court and staff. Maintains vigilance in courtrooms and hallways and attempts to defuse or prevent confrontations. Assists in security for high profile cases by clearing the hallways or implanting other security measures, including the use of a handheld metal detector or additional security personnel.
- Answers inquiries of parties, families, and the public related to Court procedures, schedules, and related matters.
- Locates attorneys as needed for Court proceedings.

- Escorts the public to the County Clerk's Office with personal protection orders that have been signed by the Judge.
- Provides general assistance to the Judge by retrieving files, locating law books and related tasks.
- In the absence of the Judicial Secretary or when not performing other duties, answers the telephone and takes messages.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications:

Education: High school graduation or equivalent. Prefer coursework in criminal justice, law enforcement of similar related area.

Experience: Experience in court security or law enforcement preferred.

Other Requirements:

May be required to train and certify in the use of firearms, based on the preference of the assigned Judge.

May be required to serve as a back-up magistrate for after hour and weekend coverage.

Knowledge of:

- Relevant equipment, court/county policies, procedures and strategies to promote effective local operations for the protection of people, data, property and institutions.
- The Judicial Information System (JIS) case management system for case look-up information.
- The structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Minimal administrative procedures and systems such as the use of computers, email and calendaring.

Skill in:

- Using logic and reasoning to understand the job training within the various court divisions.
- Following instruction handling the various components of the various court divisions.
- Communicating effectively in a clear manner to the Judge. Attorneys, parties and the public.
- Using technology appropriate to the position held.
- Using sound judgment within established policy and procedural guidelines.
- Being aware of others' reactions and understanding why they react as they do.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.

Ability to:

- Carry out court and county procedures within the courthouse.
- Work well under pressure, prioritizing daily needs.
- Recognize issues that interfere with the ability to meet performance expectations and address them with divisional supervisor.
- To tell when something is wrong or is likely to go wrong.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to enter and access information from a computer.

Ability to access court files.

Ability to lift and carry files to work area(s).

Vision to read printed materials and a computer screen.

Hearing and speech sufficient to communicate in person or over the telephone.

Working Conditions:

Works in office conditions.

May be in regular contact with persons charged and/or convicted of criminal offenses.

May have occupational exposure to persons various communicable diseases.

Will be required to train annually and certify in the MIOSHA Bloodborne Pathogens provided by the County of Monroe.