

**CHEROKEE COUNTY
CLASS SPECIFICATION**

TITLE:	BAILIFF (CIVILIAN)	CLASS CODE: [#]
DEPARTMENT:	COURT ADMINISTRATIVE SERVICES	
DIVISION:	NONE	
PREPARED BY:	LYNN EPPS	DATE: MAY 2014

POSITION SUMMARY

This position includes setting up the courtroom prior to court; being in the courtroom when the public begins to arrive to answer questions; directing the public on what is expected while they are in court; keeping proper courtroom decorum; directing the public where they should be before, during and after their business before the court is called; overseeing juries; seeing to the needs of the judge; and seeing to the needs of the jurors.

MAJOR DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Responsible for setting up courtroom prior to doors being open to the public. This includes insuring there is water on the bench and water for court reporters, attorneys and jurors; insuring lighting is right for the courtroom; insuring tissues are available; insuring there are pencils and tablets available for jurors;

Responsible for opening the courtroom and assisting the public to insure they are in the correct courtroom and receive any handouts or instructions the judge may require they have. This may include directions regarding cell phones, plea forms, and other directives as each judge dictates.

Responsible for making sure the public is not disruptive during court. This may include addressing individuals on proper attire, and instructing a parent/guardian when there are children in the courtroom.

Responsible for announcing the judge and calling court to order.

Responsible for handling paperwork and getting people to their next stop in the process.

Responsible for sounding for witnesses or defendants when necessary.

Responsible for passing the jury list during the selection process, for receiving the verdict of the jury and delivery to the judge, for escorting the jury in and out of the courtroom as directed, and for keeping charge of the jury when they are not in the courtroom.

Assists with other duties as needed.

This is a team position and as such will require assisting with any and all functions required to ensure court runs smoothly and efficiently. Scheduling flexibility is essential.

REQUIRED QUALIFICATIONS

Education and Experience

High school education or equivalent.

Minimum of five years serving in some type of work environment.

Any combination of education, training, and experience that provides the required knowledge and skills is acceptable.

Certificates, Licenses and Registrations

Knowledge, Skills and Abilities

Knowledge of court proceedings.

Skill in communicating with the public.

Skill in maintaining order in a difficult environment.

Ability to maintain confidentiality.

Ability to remain alert during periods of inactivity.

Ability to follow directions.

DESIRED QUALIFICATIONS

Education and Experience

Some form of advanced education.

Experience working in or around a court environment.

Certificates, Licenses and Registrations

Knowledge, Skills and Abilities

Knowledge of court-related terminology.

Knowledge of court proceedings.

Ability to communicate clearly and effectively, verbally and in writing.

Ability to remain calm in hostile environments.

OTHER REQUIREMENTS

Scheduling flexibility.

REQUIREMENTS INCLUDED IN THIS CLASS SPECIFICATION MAY BE SUBJECT TO MODIFICATION IN ORDER TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES WHO ARE OTHERWISE QUALIFIED TO PERFORM THE ESSENTIAL DUTIES OF THE JOB.