



Court Bailiff  
Municipal Court  
Starting Rate: \$15/hour

This is a non-benefits eligible part-time position.

## **JOB SUMMARY**

Court Bailiffs are sworn police officers who are assigned to assist in the operation and security of the Municipal Court of the City of Griffin. The bailiff's primary responsibility is court security, to include: protection of the judge and other court personnel, controlling inmates and providing general physical security for the court.

## **MAJOR DUTIES**

- Conduct a search of the courtroom before court for weapons and contraband. Bailiffs are responsible for locking the doors and turning off lights at end of court;
- Inspect packages and persons coming into the courtroom in a reasonable manner;
- Recognize and handle suspicious packages/persons, using magnetometer, when needed;
- Announcement of the opening and closing of the Municipal Court;
- Summon officers and witnesses to testify;
- Provide general security for all persons attending court;
- Provide security and safety for the Court; including keeping order in the court and making arrests if necessary;
- Provide assistance during any emergency situation, including medical, weather, fire, etc.;
- Maintain custody of and escort/transfer prisoner(s);
- Attend to other court related matters at the judge's direction or other authorized court staff;
- Maintain a dignified and professional atmosphere in the courtroom;
- Operate department vehicle in performance of duties;
- Perform other related duties as assigned.

## **KNOWLEDGE REQUIRED BY THE POSITION**

- Must be knowledgeable regarding location of all fire extinguishers, first aid kits and evacuation procedures; knowledge of first aid and CPR;
- Knowledge of applicable federal laws, state laws and city ordinances, especially the criminal and traffic codes; the laws of arrest, search and seizure; the laws regarding civil liability; the rules of evidence; and the laws and regulations regarding peace officers;
- Knowledge of departmental policies, procedures, directives, rules and regulations;
- Knowledge of the confidentiality requirements of criminal justice information and criminal history record information;
- Knowledge of GCIC operating procedures, rules and regulations, including the GCIC databases and how they interrelate;
- Knowledge of Federal Communications commission rules and regulations pertaining to Public Safety radio users and of radio system signals and codes; comprehension and use of codes on radio transmissions;
- Knowledge of general police procedures and the criminal justice system;
- Knowledge of mechanics of arrest and self-defense tactics and procedures;
- Knowledge of interpersonal communication skills, including tactical communication skills;
- Ability to handle difficult and emergency situations in an effective, safe, timely and legal manner;
- Ability to recall and relate details of incidents in the preparation of written reports or in relating information to concerned parties;
- Ability to understand and follow quickly and accurately oral and written instructions and procedures;
- Ability to establish and maintain effective working relations, both individually and as a team, with supervisors, peers, subordinates, other city employees, attorneys, and the general public;

- Ability to meet Departmental firearms qualification standards and to possess and/or be in control of a firearm, under state and federal laws;
- Ability to maintain P.O.S.T. certification;
- Ability to use a taser in the performance of duties;
- Skill in the proficient use of all police equipment used in the performance of their job, including but not limited to: firearms, radio, impact weapons, chemical weapons, and handcuffs;

### **SUPERVISORY CONTROLS**

The Municipal Court Judge assigns work in terms of general instructions.

### **GUIDELINES**

Guidelines include federal, state and city ordinances and regulations including court procedures and law enforcement action. These guidelines require sound judgment in interpretation of application.

### **COMPLEXITY/SCOPE OF WORK**

The purpose of this position is to provide courtroom security and assist the judges during court sessions. Successful performance helps ensure the safety and efficiency of court processes.

### **CONTACTS**

- Contacts are typically with co-workers, other city employees, court personnel, attorneys, defendants, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, or to resolve problems.

### **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee normally works in a courtroom and an office environment, with long periods of standing. The employee may be potentially subjected to extended periods of physical and mental exertion under highly stressful conditions and must be able to remain calm and think logically. The employee may be subjected to rapid changes of environment from pleasant to highly dangerous and life-threatening situations and conditions.
- Work contains an element of personal, physical, and psychological risk, and an employee must be able to exercise personal restraint and control in a professional manner and exercise sound judgment independently in emergency situations. Have strength, dexterity and endurance required to use physical force necessary to defend themselves against attack and be able to arrest and restrain persons. The employee may potentially be exposed to: infectious diseases, irritating chemicals, biological hazards, flammable substances, explosives, firearms, hostile individuals or crowds, and other adverse and/or potentially life-threatening situations.

### **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

### **MINIMUM QUALIFICATIONS**

- High School Diploma or GED. Some college preferred.
- Current P.O.S.T certification.
- Experience with courtroom security highly desired.
- General law enforcement experience is required.
- Must be able to successfully pass a comprehensive background investigation.

**THE CITY OF GRIFFIN IS AN EQUAL OPPORTUNITY EMPLOYER**