

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Bailiff
Job Code: 8091
Pay Grade: 34
FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

Incumbents perform clerical and other duties to assist in case file preparation and ensure observance of courtroom rules of conduct by all parties involved in court proceedings. Performs related tasks as assigned.

ESSENTIAL FUNCTIONS:

- Prepares the courtrooms for the day's cases.
- Assists in retrieving the appropriate files for each day's calendar of cases.
- Assures all parties involved in the proceedings are present.
- Maintains order in the courtroom at all times during the sessions of the court and notifies judicial security when necessary.
- Maintains integrity of the court proceedings by answering non-legal questions and providing all possible assistance.
- Escorts witnesses to and from the courtroom.
- Contacts, by telephone, all parties required to conduct court activities, such as attorneys and witnesses
- Assists in emergency evacuations as directed in the Disaster/Emergency Response Procedure's manual.
- Maintains jury deliberation room in an orderly manner.

ADDITIONAL RESPONSIBILITIES/ DUTIES:

- May perform general clerical or other related tasks as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of court procedures, courtroom decorum, and legal terminology.
- Must have knowledge of office procedures and practices, preparing, filing and maintaining reports and records, and operating a desktop computer.
- Must have the skills to clearly and accurately interpret and explain to others court policies, procedures and processes.
- Must have the skills to select appropriate strategies to anticipate, identify and respond quickly, calmly and decisively to emergencies and emotionally charged and stressful situations.
- Must have the skills to present a nonjudgmental demeanor toward defendants, plaintiffs and other parties involved in court proceedings.
- Must have the ability to exercise discretion and maintain the confidentiality of court cases and materials.
- Must have the ability to communicate effectively with a large variety of individuals, coworkers and the public.

MINIMUM REQUIREMENTS:

Graduation from high school or GED; OR any equivalent combination of experience, training and/ or education approved by Human Resources.

LICENSES AND CERTIFICATES:

Incumbents must acquire and maintain certification in Cardiopulmonary Resuscitation and First Aid.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in an office environment and may lift materials and/or equipment 20 lbs or less.

DISTINGUISHING CHARACTERISTICS:

This is an unclassified court position and reports to a Superior Court Judge. Performs duties under the direct supervision of the judge and may receive some work assignments from the judicial administrative assistant. The incumbent has no supervisory responsibilities.

Date: 09/93
Revised: 8/4/98; 10/30/00; 10/20/03; 09/08/13

Approved by:	_____	_____
	Hiring Authority	Date
	_____	_____
	Director, Human Resources	Date