

# ARIZONA SUPERIOR COURT IN PIMA COUNTY

## Job Description

**Job Title:** Bailiff, IV-D  
**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 IV-D court proceedings.

### **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 parents.
- Assists in emergency evacuations as directed in the Disaster/Emergency Response Procedure's manual.
- Provides the public with relevant IV-D materials as directed by the Commissioners.
- Tracks the compliance of participants with court orders in the Responsible Parenting Program (RPP).
- Prepares reports periodically on the compliance of participants with court orders in the Responsible Parenting Program.

### **ADDITIONAL RESPONSIBILITIES/ DUTIES:**

- Performs other general clerical duties as directed by IV-D judicial officers or the presiding family law judge.

### **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 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 effectively communicate with others.

**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 court and office environment and may lift materials and/or equipment 20 lbs or less.

**DISTINGUISHING CHARACTERISTICS:**

This is an unclassified court position and reports to the Presiding Family Law Judge. Performs duties under the direct supervision of the IV-D judicial officers and may receive some work assignments from the IV-D judicial administrative assistants. The incumbent has no supervisory responsibilities.

Date: 09/01  
Revised: 07/25/03; 09/08/13

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
Hiring Authority  
  
\_\_\_\_\_  
Director, Human Resources Date \_\_\_\_\_