

**UNIFIED JUDICIAL SYSTEM  
POSITION DESCRIPTION**

**BAILIFF**

**CLASS CODE: 99-71-01**

**POSITION PURPOSE**

The primary purpose of this position is to ensure that while supervising and attending to the needs of the jurors, no person, including the bailiff, communicates with the jurors during the course of the trial except in the manner permitted by order of the court; prepare the courtroom for jury trial; and maintain order during the trial.

**DISTINGUISHING FEATURE**

This position is responsible for seeing that the courtroom and jury are ready when a trial is to begin; and ensuring that once the jury is selected that the jurors do not speak to or have contact with others.

**MAJOR RESPONSIBILITIES**

Note: The duties listed are typical examples of work performed by positions in this job classification. Not all duties are included, nor is the list exclusive.

1. Arranges the courtroom for jury trials and possibly magistrate court and ensures security of the courtroom to ensure an adequate setting, functional equipment, courtroom decorum, and safety.
  - a. Opens the courtroom and turns on lights.
  - b. Moves furniture and equipment in and out of the courtroom.
  - c. Places water pitchers on counsel tables and the bench.
  - d. Replaces supplies in the courtroom.
  - e. Maintains order in the courtroom.
  - f. Works with security officers at all times and reports security issues when necessary.
  - g. Escorts and directs witnesses when they are called to testify.
  
2. Attends to the needs of the jury to ensure proper procedures and processes are followed during and before the trial.
  - a. Prepares the jury assembly room for jurors.
  - b. Takes jury panel roll call.
  - c. Shows the jurors the juror orientation video.
  - d. Answers questions on procedures.
  - e. Provides the prepared voir dire list to the courtroom; clerk, plaintiff, defense counsel, court reporter, judge.
  - f. Maintains attendance in the courtroom during the jury selection process.
  - g. Instructs the jurors on start times during a jury trial.
  - h. Escorts jurors in and out of the courtroom.
  - i. Follows the judge's orders with regard to the jury.
  - j. Maintains seclusion of jurors during deliberations.

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- k. Makes arrangements or escorts the jury for meals.
  - l. Communicates with juror's family and employer regarding juror availability and schedule.
  - m. Maintains custody of juror cell phones and other electronic devices to ensure no contact during deliberation and seclusion.
3. Carries out directives issued by the Judge during court proceedings to ensure proper procedures and protocol.
- a. Keeps clerk of courts staff informed when information needs to be shared.
  - b. Escorts defendants to the clerk's office for scheduling and fine payment.
  - c. Collects driver's licenses when the judge orders revocation or suspension.
  - d. Provides defendant with written court dates set from the bench.
  - e. Assists clerk of courts when judges' orders need to be certified.
  - f. Works with jail deputies with court paperwork from in-custody defendants when needed.
4. Performs other work as assigned.

## **SUPERVISORY FUNCTIONS**

This position does not supervise.

## **ESSENTIAL FUNCTIONS REQUIRE**

Moving continuously throughout the courthouse; moving furniture and equipment and arranging it in the courtroom; attendance in accordance with rules and policies; sitting for extended periods of time in the courtroom during lengthy jury trials; maintaining security and order in the courtroom while court is in session; and understanding and applying court procedures, processes, and decorum under the direction of the judge.

## **PROBLEMS AND CHALLENGES**

Challenges include ensuring the jurors are properly monitored during a jury trial as a mistrial could be called by an attorney if proper procedures were not followed; adapting to each judge's preferences in courtroom procedures and protocol; and handling last minute furniture or equipment needs, unhappy jurors, and hostile witnesses.

## **DECISION-MAKING AUTHORITY**

Decisions made by the incumbent include reviewing messages jurors want sent to someone to determine if they can be sent, if the courtroom environment is comfortable for everyone, and when to refill water pitchers.

Most decisions are referred to either the judge or clerk and include juror questions, questionable juror messages, courtroom schedules, and courtroom procedures.

## **CONTACT WITH OTHERS and PURPOSE**

During trials the incumbent has constant contact with jurors to answer questions concerning the jurors' service that are not related to the issues of the trial itself, deliver messages, provide meals, and ensure seclusion as required; court personnel to receive information about trial,

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courtroom assignment, and list of jurors; and the judge to receive procedure clarifications, special instructions, and orders.

### **WORKING CONDITIONS**

The incumbent works in a typical courtroom setting.

### **COMPETENCIES/QUALIFICATIONS FOR APPOINTMENT**

#### **Knowledge, Skills and Abilities:**

Knowledge of:

- the criminal justice system;
- courtroom procedures and decorum.

Ability to:

- communicate effectively;
- understand oral and written instructions;
- remember court dates and schedules.

#### **Education:**

No formal education is required.

#### **Experience:**

No formal experience is required for this position.