

## BAILIFF

**POSITION SUMMARY:** Under the general supervision of the District Court Judges and/or Court Administrator, individuals in this classification are responsible for providing and maintaining facility and courtroom security, protecting the judges, jury, other trial participants, court staff and the general public using the facility. A Court Security Officer/Bailiff also provides general assistance to the judges by delivering case files, ensuring that courtroom is in order, and performing related tasks.

**ESSENTIAL JOB FUNCTIONS:** *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Check all persons entering the building for weapons or other anti-personnel devices using stationary x-ray and walk-through metal detectors as well as hand-held devices.
2. Monitor security cameras and perform building circulation monitoring to observe business and other activity taking place throughout the building.
3. Maintain security within the courtrooms during daily proceedings.
4. Assist in the movement of files and paperwork from the courtrooms to various locations throughout the building (i.e. Court Clerk's office and Probation).
5. Take temporary custody of defendants while waiting for transportation services to the jail by the Wyoming Police Department.
6. Assist court personnel in the issuance of warrants and associated notices to appear.
7. Assist court personnel in obtaining information for the completion of required forms.
8. Make daily bank deposits of monies collected by the court.
9. Make announcements regarding the start of court sessions and/or other information to be given to those visiting the court for business purposes.
10. Assist in providing solitude and safety for jurors.
11. Provide information to visitors regarding location of various court events or specific court offices and/or facilities.

**KNOWLEDGE, SKILLS AND ABILITIES:** *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. Minimum or six months experience as a law enforcement officer or bailiff in a court environment.
- B. Knowledge of court operations regarding the handling of warrants, files and related documents.
- C. License to carry a weapon (gun).

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- D. Ability to pursue, subdue and/or restrain combatant persons as required.
- E. Ability to stand in one general location (courtroom) for up to one hour.
- F. Ability to speak clearly to give oral directions to court participants.
- G. Ability to identify color related to x-ray images on detection equipment.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

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