

BAILIFF SHERIFF'S DEPARTMENT

GENERAL STATEMENT OF JOB

Perform duties of the courthouse involving courthouse security, needs of jury members, courthouse personnel, and judges. Reports to Captain/Chief Jailer.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

- Serves as liaison with the Detention Center and the Department.
- Opens Court.
- Sets up the cleaning of holding cells by Trustees.
- Supervises Trustees cleaning.
- Takes "Inmate List" to the Detention Center.
- Prepares Inmates for transport to the Courthouse; i.e. places them in restraints, retrieves paperwork for Court.
- Transports Inmates from the Detention Center to the Courthouse.
- Places Inmates in holding cells.
- Transfers paperwork in District Court between the Assistant District Attorney & the Courtroom Clerk
- Sets up Inmate video appearances.
- Opens Court.
- Supervises Trustees cleaning.
- Gets criminal record checks for judge.
- Provides security for the jury.
- 50: B's (Domestic Violence Orders) gets criminal record check, copy of warrant, fill out bond sheet.
- If an officer brings someone that needs a bond set, get criminal record check, copy of warrant, fills out bond sheets.
- Performs complete protective sweep of the Courthouse, its grounds, and all Courtrooms.
- Assists in escorting Inmates into the Courthouse and to the holding cells.
- Assists in transporting as needed.
- Prepares water pitchers for Superior Court.
- Stands with District Attorney from 8 am to 8:30 am to work out pleas.
- Provide security for Custody Mediation.
- Provide security for Pretrial Hearings.
- Provide security for DSS meetings with Inmates.
- Provide security for Attorney meetings with Inmates.
- Serve warrants for the Clerk's office/papers i.e. show cause orders, criminal summons, civil summons, subpoenas.
- Provide security for Magistrate's Court as needed.
- Provide security for Probation/Parole meetings with Inmates.
- Escort civilians to parking lot as needed and requested.
- Secure Courtrooms for lunch and at the end of each day.

- Prepare “Inmate List” for the following day.
- Handle Court Appointed Attorney paperwork.
- Take and retrieve list of Inmates to DSS for preparation for Child Support Court.
- Take people into custody; bag up their belongings; search them.
- Provide security for the Courtroom, Court Personnel, and civilians.
- Remove Inmates from cells and escort them into the Courtroom/stand guard.
- Keep watchful eye for people scheduled for Court who have warrants outstanding.
- Call down audience in the Courtrooms as needed; keeping peace at all times.
- Speak to individual persons breaking Courtroom and Courthouse rules.
- Respond to panic alarms 34 possible.
- Set up and run metal detectors.
- Pre-trial hearings.
- Special sessions.
- Take file Carts to and from Court-rooms.
- Alarm test once a week.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school supplemented by specialized courses in Basic Law Enforcement Training.