**Chief Bailiff**

**Grade: Per Diem Employee**

**FLSA: Non-Exempt**

**Date: 02/19**

**Job Summary:** Performs a variety of routine tasks to ensure the efficient operation of the Circuit Courtroom; performs other duties as assigned.

**Essential Functions:**

Each judge/magistrate will establish his or her own courtroom policies. However the following basic general duties should be done each day;

1. Courtroom setup;
2. Management of witnesses and litigants;
3. Keep all unauthorized persons from interfering with inquest;
4. Secure courtroom at end of court docket;
5. Any other duties assigned by judge;
6. Supervision of bailiffs;
7. Coordinates scheduling;
8. Performs other duties as assigned.

**Confidentiality:**

The position of Bailiff is an extremely important role in the administrating of justice in our court system. It is of upmost importance that you understand and abide with complete confidentially in performing your duties and responsibilities as a bailiff.

**Required Knowledge, Skills, and Abilities:**

1. Ability to effectively communicate in person and in writing with other staff

 attorneys, courtroom personnel, department personnel and the public;

2. Ability to handle questions, concerns and situations which may arise which

 require discretion;

3. Ability to prioritize and multitask.

**Education and Experience:**

1. High school diploma or G.E.D.;

2. Six months or more of related experience;

3. Or equivalent technical training, education and/or experience.

**Physical and Environmental Conditions:**

Work requires no unusual demand for physical effort.

Work environment involves high risks with exposure to potentially dangerous situations, which require a range of safety and other precautions, e.g., aggressive human behavior, or similar situations where conditions cannot be controlled.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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HR Representative Date

Your signature below indicates that you have received a copy of this position description.

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Employee’s Signature Date