

GARRETT COUNTY GOVERNMENT JOB DESCRIPTION

JOB TITLE: Magistrate's Court Bailiff
DEPARTMENT: Magistrate's Court – Circuit Court for Garrett County
REPORTS TO: Judge of the Circuit Court
FLSA STATUS: Exempt

SUMMARY: Maintain order and security in courthouse facility.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Prepare courtroom environment for daily session (i.e.: lights, fans, heat, and ventilation, drinking water, unlock doors, witness seating, microphone placement, and check for security issues throughout the courtroom).
2. Provide armed security, maintain order, and perform other related functions during court sessions (i.e.: announce session at beginning of day and after recesses, assist witnesses to stand as needed including calling sequestered witnesses and assist with exhibits at direction of the court).
3. Provide specialized services for jury trial (i.e.: assist with new juror orientation, check attendance and attend to jurors in jury room, supervise jury at court's direction during recesses and at meal time, prevent tampering at all times, provide security outside of jury room during deliberation to ensure secrecy and carry messages from jury to court and court to jury, arrange for meals and transportation to meals when directed by court, arrange transportation and supervise jury at courts direction during visits to scene, as needed).
4. Attend to Grand Jury when in session (i.e.: orientation, attendance, and security), as needed.
5. Coordinate custodial services in courtroom, jury room, and chambers as needed (i.e.: cleaning floors, furniture, and windows, evaluate need for maintenance, repairs, and redecorating), as needed.
6. Assist in court library on request.
7. Evaluate security issues in courthouse complex and make recommendations to the court and County Commissioners.
8. Provide supervision for other courthouse security personnel id/when additional persons are employed.
9. Other duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. Must be adept at communications with persons of all personalities and traits.
2. Must be in good health and physically fit.
3. Must be familiar with laws pertaining to deadly force and have been previously qualified or be able to qualify in handling a sidearm.
4. Must be able to recognize, evaluate, and act upon security issues in a courtroom/courthouse environment.
5. Must be able to follow instructions.

EDUCATION and/or EXPERIENCE:

- ❖ High School Diploma or GED
- ❖ Prior experience in law enforcement or related field of work, which has exposed employee to the courtroom experience.
- ❖ Must be willing to attend training as needed.

LANGUAGE SKILLS:

Must have good command of the English language since communication is a qualification for this position. Employee will be communicating with persons of all levels of education daily.

MATHEMATICAL SKILLS:

This position requires the ability to add, subtract, multiply, and divide.

REASONING ABILITY:

Courtroom security is a position wherein the employee may have a daily need to effectively interact with abnormal persons and persons that are social misfits who may wish to impart injury to others. Therefore, the employee must be able to comprehend any developing situation and effectively resolve it.

CERTIFICATES, LICENSES, REGISTRATIONS:

1. Valid Driver's License
2. Must possess or be eligible to possess a Maryland Handgun License by date of employment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee is often required to sit for long periods and may also need to stand for long periods.

Employee may be called upon to physically restrain contemptuous individuals to protect the court, court employees, or other persons in the courtroom.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

Majority of work is performed inside the courtroom and courthouse.