HOOD COUNTY JOB DESCRIPTION

Department: County Court at Law Judge
Job Title: Bailiff
Supervisor: County Court at Law Judge
Pay Grade:
Normal Work Week: 40 hours
FLSA: Non-exempt

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Definition

Under the supervision of the individually assigned judge, provides judicial security, courtroom security and ancillary support security functions; maintains order, decorum in the courtroom; acts as jury liaison for seated jurors; assists the judge, attorneys, jurors, and the public in their dealings with the courts. Coordinates activities within the courtroom and performs related duties as required.

Examples of Important Responsibilities and Duties—*Important responsibilities and duties may include, but are not limited to, the following:*

Essential duties and responsibilities

1. Performs courtroom management duties by ensuring courtroom facilities are available and ready for conducting the business of the court, electronic equipment is ready and functional, litigants are available to the court, general amenities for court participants are provided, opens and closes each session of court, and provides security while court is in session.
2. Performs jury management duties by assisting in jury empaneling, being responsible for the oversight of jurors during the trial process, providing for the needs of the jurors, and responsible for notifying the court when a verdict is reached.
3. Liaisons with the public, the bar, the bench, assorted agencies and litigants; answers general questions about court activity, directs courtroom participants to the proper places, locates litigants and court cases.
4. Assists elected officials and other administrative staff and returning court files, locates legal documents, answers phones, makes copies,

greets court participants, functions as a backup staff person for other court staff, and provides general information to the public.
5. Enforces all courtroom rules, decorum standards, and behavioral guidelines.
6. Coordinates the secure transport, movement, and holding of in-custody defendants to and from the courtroom.
7. Assist in taking individuals into custody upon court order or contempt rulings.
8. Confirms active warrants and makes arrests.
9. Assist the judge and court staff with daily dockets, calling names, and organizing courtroom schedules.
10. Performs other duties as assigned.

Qualifications

Knowledge of:
1. Operations and procedures of the County Court at Law Court.

Ability to:
1. Effectively and tactfully communicate with a variety of people.
2. Have quick situational awareness and the ability to act decisively during disturbances or emergencies; strong de-escalation skills.
3. Maintain proper order and decorum in a court setting.
4. Establish and maintain an effective working relationship with the judges, court staff, participants in court proceedings, and the public.
5. Oversee and provide security to the court.

Experience and Training Guidelines: Any *combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain knowledge and abilities would be:*

- Graduation from high school plus three years of general business experience.
- Prior civilian and /or military law enforcement experience required.

License or Certificate
- Must possess and maintain an active Peace Officer license with the Texas Commission on Law Enforcement (TCOLE).
- Must complete any TCOLE required training and updates for Court Security Officers.

Working Conditions

Environmental Conditions:
General office and/or court environment.

Physical Conditions:

Must be able to move chairs, tables, office machines, lift and carry file boxes up to 40 lbs. Visual acuity, speech and hearing; hand eye coordination and manual dexterity necessary to operate a computer, and basic office equipment. Subject to standing, walking, reaching and handling to perform essential functions.

Equal Opportunity Employer

Hood County is committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status including but not limited to an individual's disability, sex, race, color, national origin, or age.