



City of Morrow

Job Description

JOB TITLE: Municipal Court Bailiff

DEPARTMENT: Morrow Municipal Court

SUPERVISOR: Municipal Court Clerk

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer without notice as the needs of the employer and/or requirements of the job change.

JOB SUMMARY:

- Court Bailiffs are sworn court officers assigned to assist in the operation and security of the Municipal Court of the City of Morrow. The bailiff's primary responsibility is court security including the protection of the judge, controlling defendants, conducting, and providing physical security for the court. They are assigned and supervised by the Court Clerk of the Municipal Court.
- This position may be flexibly staffed including any combination of full-time, part-time, and on- or off-duty officers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.
- Searches the courtroom before court for weapons and contraband. Bailiffs are responsible for locking the doors and turning off lights at the end of court.
- Inspects packages and people reasonably coming into the courtroom.
- Recognizes and handles suspicious packages/persons.
- Announces the opening and closing of the Municipal Court.



- Makes last call for defendants before bench warrants are issued for non-appearance.
- Provides general security for all persons attending court.
- Provides security and safety for the Court, including keeping order in the court.
- Assist in any emergency, including medical, weather, fire, etc.
- Check all persons who enter the courtroom with a magnetometer to keep weapons out of the courtroom.
- Attends other court-related matters at the judge's direction or other authorized court staff.
- Maintains a dignified and professional atmosphere in the courtroom.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF ALL CITY EMPLOYEES:

- Adheres to all applicable state and federal laws, ordinances, policies, procedures, rules, and regulations.
- Endeavors to continuously improve the services provided to the citizens of Morrow.
- Demonstrates work initiative and positive suggestions for improvement
- Performs other related duties and functions as directed, or which are readily apparent.
- Demonstrates good interpersonal communication skills with citizens, co-workers, and supervisors.
- Works as scheduled.
- Accepts and follows instruction, evaluation, and correction.
- Demonstrates interest and initiative in learning new techniques and procedures; attends scheduled training.
- Helps other employees when needed or asked.
- Assists in training new employees.
- Carries assigned workload.

SUPERVISION RECEIVED:

- Performs work under the general supervision of the Court Clerk and the Judge. Work is spot-checked at the discretion of the supervisor.



EMPLOYMENT STANDARDS:

- Employees in this position must be at least 21 years of age and must be a United States citizen (per state law) to be qualified as a sworn court officer.

EXPERIENCE, TRAINING, AND/OR EDUCATION:

- Any combination of experience, training, and education that provides the required knowledge, skills, and abilities to perform the duties and responsibilities of the job will be considered.
- A High School diploma or state-issued GED is required.

DESIRABLE QUALIFICATIONS:

- Courtroom Security experience, or work involving frequent contact with the public and requiring the exercise of considerable tact and diplomacy is highly desirable.
- Courtroom Security or related training from a recognized institution or police academy is desirable.
- Written/spoken fluency in a foreign language (particularly Spanish) is desirable.

OTHER REQUIREMENTS:

- Take and pass a drug screening test.
- The employee must sign a GCIC “Awareness Statement” regarding the confidentiality of criminal justice information and criminal history record information; and abide by the stringent regulations concerning the protection of such information from dissemination to unauthorized persons.

TOOLS AND EQUIPMENT USED: • While performing the duties of this job, the employee uses and operates a variety of tools and equipment, including office equipment such as a computer, printer, telephone, fax machine, copy machine, and two-way radio/cell phones.

KNOWLEDGE, SKILLS & ABILITIES:

The requirements listed below are representative of the knowledge, skills, and abilities (KSAs) required for satisfactory performance of the job duties and responsibilities at a “Fully Proficient Level.” Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.



KNOWLEDGE:

- All bailiffs must be knowledgeable of the location of all fire extinguishers, first aid kits, and evacuation procedures.
- Knowledge of the confidentiality requirements of criminal justice information and criminal history record information.
- Knowledge of the public buildings, and emergency facilities of the city.
- Knowledge of radio system signals and codes.
- Knowledge of standard American English grammar, punctuation, and spelling.
- Knowledge of judicial terminology, court systems, and court procedures; especially of the Morrow Municipal Court,
 - Knowledge of adult and juvenile human behavior, cultural differences, and socio-economic problems.
- Knowledge of the signs and symptoms of mental/physical impairment.
 - Knowledge of interpersonal communication skills, including tactical communication skills.

SKILLS:

- Skill in writing legibly.
- Skill in the effective and efficient use of office equipment, including, but not limited to a copy machine, computer, telephone, and fax machine.

ABILITIES:

- Ability to carry out duties according to federal and state laws and administrative regulations, City ordinances, departmental policy and procedures, directives, rules and regulations, and external directives.
- Ability to observe and analyze situations quickly and objectively and, using good judgment, determine an effective and efficient course of action to be taken with due regard to the task, hazards, situation, and circumstance.
 - Ability to communicate effectively with people in a courteous, tactful, and fair manner under all conditions except when a firmer manner is required.
- Ability to provide information and explanations of the processes and procedures of the municipal court, municipal government, and local criminal justice system to the public.



- Ability to handle difficult emergencies in an effective, safe, timely, and legal manner.
- Ability to read, speak, write, and spell using standard American English grammar.
- Ability to comprehend radio transmissions and speak clearly over the police radio using proper signals and codes and efficient message construction.
- Ability to understand and follow quickly and accurately oral and written instructions and procedures.
- Ability to obtain information through observation interview.
- Ability to give accurate directions.
- Ability to work well in a high-pressure, multi-tasked environment amid frequent interruptions.
- Ability to redirect focus of attention to a task after an interruption.
- Ability to assign priorities to tasks and to reassign priorities as the situation and circumstances change.
- Ability to search for information from various sources to respond to appropriate and relevant requests or to complete required duties.
- Ability to plan and organize work.
- Ability to establish and maintain effective working relationships with a wide range of persons, including supervisors, peers, subordinates, other city employees, attorneys, and the public.
- Ability to work effectively as an individual and as a team member.
- Ability to assert self appropriately.
- Ability to accept responsibility, acknowledge mistakes, and share successes.
- Ability to adapt to change and changes in work conditions.
- Ability to properly handle confidential information.
- Ability to give clear verbal and/or written directions to others in the application of appropriate procedures, policies, and laws in routine and emergencies.



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. Testing and/or evaluation of these requirements may be conducted as part of the selection process. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is frequently asked to perform the following.

- Reach with hands and arms, including stretching.
- Sit, stand, and walk.
- Talk (to convey information, ask questions, etc.).
- Hear ordinary conversations.
- Lifting of light items utilizing proper body mechanics and techniques occasionally required to climb, push, kneel, squat, bend, or stoop.
- Lift light (5-10 lbs.) objects, and potentially lift, carry, or drag very heavy (more than 100 lbs.) objects or persons (in emergencies).
- Have correctable hearing abilities sufficient to perform job duties.
- Have correctable speaking abilities sufficient to perform job duties.
- Have the strength, dexterity, and endurance required to use physical force necessary to defend themselves against attack and arrest and restrain persons.
- Be able to smell natural gas leaks, smoke, and other hazardous odors.

WORK ENVIRONMENT:

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

- While performing the duties of this job, the employee normally works in a courtroom and an office environment, with long periods of standing. The noise level in the work environment is usually moderately quiet.



- The employee may be potentially subjected to extended periods of physical and mental exertion under highly stressful conditions and must be able to remain calm and think logically.
- The employee may be subjected to rapid changes in the environment from pleasant to highly dangerous and life-threatening situations and conditions.
- Work contains an element of personal, physical, and psychological risk, and an employee must be able to exercise personal restraint and control professionally and exercise sound judgment independently in emergencies.

EQUAL OPPORTUNITY EMPLOYER:

The City of Morrow is an Equal Opportunity Employer. The city will conform with all applicable local, state, and federal laws concerning employment and will not illegally discriminate about age, sex, sexual orientation, gender identity, race, color, religion, national or ethnic origin, disability, genetic information or other legally protected status or classification, except where mandated or permitted by law as a bona fide occupational qualification. It is the policy of the City of Morrow to provide equal employment opportunities for all applicants and employees. This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer, and other terms and conditions of employment.

AMERICANS WITH DISABILITIES ACT (ADA):

The City of Morrow, in compliance with Federal law, will provide reasonable accommodation to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodation with the employer.

Applications may be filled out or downloaded and printed from the website at www.morrow.gov or you may receive an application at City Hall located at 1500 Morrow Road, Morrow, GA 30260.

Submit the completed application to:

City of Morrow

Victor Aguilar, City Clerk

1500 Morrow Road

Morrow, GA 30260

Closing Date: Open Until Filled