

Champaign County Job Description

Job Title: Bailiff

SUMMARY Ensures order and security within the Courtroom.

PRIMARY DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

May conduct metal and x-ray detection of individuals and materials before entering the Courtroom.

Ensures order and security within the Courthouse.

Unlocks and check courtrooms.

Polishes and fills water pitchers for court and jury rooms.

Copies and posts daily case schedule.

Opens court and informs Judge that court is ready.

Maintains sufficient courtroom supplies.

Takes custody of jurors, assists jurors in finding seats and distributes jury questionnaires.

Answers telephones.

Relays messages from jurors to Court and/or families.

Advises Court personnel and attorneys when verdicts are reached.

Escorts defendants to and from the Courtroom.

Collects evidence from juries and operates tape recorder.

Contacts a variety of Court personnel, government workers and lawyers.

May prepare bond forms.

Takes custody of sentenced or arrested person in the Courtroom and transport them to the Correctional Facility.

SUPERVISORY RESPONSIBILITIES This job has no supervisory responsibilities.

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

EDUCATION and/or EXPERIENCE High school diploma or general education degree (GED) and life experiences; or equivalent combination of education and experience.

LANGUAGE SKILLS Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to Judges, juries, and the general public. Requires good public relations and interpersonal relations.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS As required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; and sit. The employee is occasionally required to use hands to finger, handle, or feel; and talk; or hear. Specific vision abilities required by this job include close vision and distance vision.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Potential problems may exist rarely in and around Courtrooms with individuals who react to stressful situations. The noise level in the work environment is usually quiet to moderate.