

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Municipal Court Bailiff</u>
Sch & Grade	<u>PAT-5</u>
Class Code	<u>DA08</u>
FLSA Status	<u>Non-Exempt</u>
Bargain Unit Elig.	<u>AFSCME</u>
Occupational Group	<u>Public Safety Support & Security</u>

PRIMARY PURPOSE:

Maintains the required security and order of the Municipal Court serving as bailiff for the day and/or night sessions.

SUPERVISION:

Under the general supervision of the Municipal Court Judge.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Maintains security of Municipal Court building and courtroom.
2. Maintains order in halls and courtroom while court is in session.
3. Observes and analyzes situations for the potential need of intervention that could require making arrests and issuing citations as necessary.
4. Escorts defendants found guilty to appropriate court personnel in order to properly administer documents and make disposition of fine.
5. Secures building and activates alarm system at end of shift as needed.
6. Assists Municipal Court Judge as required by delivering and securing reports, documents, etc.
7. Obtains list of prisoners and appearance bonds.
8. Counts, verifies, and delivers cash bonds to Municipal Court from the Police Department.
9. Delivers State violation summonses and reports to Greene County Courthouse.
10. Reads, interprets, maintains knowledge of, and enforces a variety of City ordinances, court policies and procedures, etc.
11. Provides oral and printed information to persons attending court.

IMPORTANT FUNCTIONS:

1. Delivers money collected by Municipal Court to the Finance Department.
2. Prepares incident reports as necessary.
3. Collects and distributes incoming and outgoing mail for the Police Department and Municipal Court as assigned.
4. Attends and participates in periodic training sessions and other professional development programs.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Must possess knowledge of arrest and firearm safety procedures. Knowledge of court policies and procedures preferred, but not required.

Abilities

Diffuse potentially negative reaction from citizens; maintain appropriate security and order for the Court including reacting quickly and calmly in emergency or crisis situations; read, interpret, maintain knowledge of, and enforce a variety of City ordinances, court policies and procedures etc.; appropriately utilize and care for firearms; follow oral and written instructions; communicate effectively both verbally and in writing; deal effectively and courteously with associates and the general public; perform the essential functions of the job without posing a direct threat to the health and safety of others; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of a team in carrying out the city's stated mission and philosophy.

Experience, Education, and Training

Must be a high school graduate or have G.E.D. Requires two years experience in a security or law enforcement-related profession.

Physical Requirements

Must possess the required agility and mobility necessary to arrest and detain citizens; hold and grip objects; may be subject to sitting for long periods of time; subject to moving through several areas of the court and other buildings as necessary to perform functions required by the Municipal Court Judge and the Court; must pass pre-employment drug test; must be able to pass a post offer medical examination including hearing test and psychological evaluation.

Working Environment

Primarily indoors with heating and cooling regulated. May be subject to extreme weather conditions when task requires off-site business. Possible exposure to potentially violent situations associated with maintaining required security.

Miscellaneous Requirements

Must be able to annually satisfy Police firearms qualification; must successfully complete background investigation, including a credit check; must obtain and maintain basic First Aid and CPR certification within six months of employment.

Last Revision:	February 13, 2012	GENERAL ORDINANCE NO. 3280
Comments:	Updated Abilities	Date: February 8, 1982

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____