BAILIFF

POSITION SUMMARY

This position is responsible for all security aspects of municipal court, including ensuring that the judge and judicial staff, court and city employees, and general public visiting City Hall Municipal Court are safe.

RESPONSIBILITIES

Essential Duties:

- Preserves the peace and security of the Courtroom and lobby area of City Hall when Municipal Court is in session using a variety of law enforcement techniques in compliance with laws, ordinances, rules, regulations, policies, and procedures on behalf of the Dickinson Police Department.
- Uses metal detection equipment to screen individuals entering the Courtroom and have keen observation skills to ascertain both real and potential issues or threats.
- Responds to situations within the Courtroom and lobby area of City Hall requiring law enforcement intervention.
- Cultivates and maintains effective working relationships with the Municipal Judge, Court staff, City Hall staff, and the general public to ensure and maintain safety while Court is in session.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities:

- Must be of sound mind and health and physically able to perform the essential functions of a Courtroom Bailiff.
- Knowledge of law enforcement principles, practices, procedures, tools, techniques, and equipment.
- Knowledge of criminal investigatory practices and methods.
- Knowledge of arrest, rules of evidence, and court procedures.
- Ability to properly care for, use, and qualify with a department-issued firearm and/or Taser as per ND POST Board and departmental requirements.
- Excellent verbal and written communication skills.
- Excellent organizational and critical thinking skills and the ability to employ situational awareness to assess real and potential issues and threats.
- Ability to use non-lethal force to gain compliancy.
- Ability to cope with a variety of crisis and non-crisis situations firmly, tactfully, and with respect for the rights of citizens.
- Ability to perform emergency first aid, CPR, and rescue and recovery.

Judgment/Decision Making:

- Must have the ability to adapt to changing situations with respect to the volume of foot-traffic on Court day and potential volatile persons and/or behaviors.
- Must possess the judgment to know when to intervene in the Courtroom and watch for visual cues from the Judge or Clerk to diffuse a difficult individual.

- Must maintain a high level of confidentiality.

RELATIONSHIPS

Leadership/Supervisory Responsibilities::

- Reports directly to the Clerk of Court and coordinates with the Dickinson Police Department for a replacement when unable to work on Court Day.
- No supervisory responsibility; problems and concerns are communicated to the Clerk of Court.

Relations to Others:

- This position utilizes strong networking and customer service skills.

SKILLS

Education and Experience:

- Must have High School Diploma or GED.
- Additional college level course work and specialized training in law enforcement, criminal justice, or related field is highly desirable.

Special Requirements:

- Must have valid ND Driver's License
- Valid ND POST Board Certification upon hire
- CPR/First Aid Certification within 6 months

Physical Demands and Working Conditions:

- Positions in this class typically require: sufficient physical ability to work in a law enforcement setting and an office setting, restrain or subdue individuals, walk, sit, or run for prolonged periods of time. Requires climbing, balancing, stooping, bending, kneeling, crouching, reaching, twisting, standing, driving, sense of touch, finger dexterity, gripping with hands and fingers and repetitive motions. Ability to speak and hear to exchange information.
- Incumbents will be required to bear the constant weight of police safety equipment (ballistic vests) and a variety of other donned job related tools (gun belt) on their person.
- Incumbents may be subjected to personal injury, physical violence, blood, body fluids,
- Frequently requires light work: Exerting up to 20-50 pounds of force occasionally, and/or up to 10 pounds of force constantly to move objects.
- Occasionally requires heavy work: Exerting up to 100 pounds of force occasionally,
- Vision: Ability to see in the normal visual range with or without correction (to 20/40).
- Hearing: Ability to hear in the normal audio range with or without correction.

Classification: Part-Time/Non-Benefited; Grade 13
FLSA: Non-Exempt
Created: 10/03/2022 by Clerk of Court Spangler, DCA Carlson, HR Nameniuk
Approved by City Commission: 10/18/2022