

YAKIMA COUNTY, WASHINGTON
CLASS SPECIFICATION
CLASS TITLE: Bailiff

BAND: B	GRADE: 2	SUBGRADE: 1	CLASS CODE: J23-4521
DEPARTMENT: Superior Court	ACCOUNTABLE TO: Various	JOB FAMILY: Law Enforcement	OVERTIME STATUS: Non-Exempt

JOB SUMMARY:

This position is responsible for assisting in the orderly and expeditious dispatch of court business by maintaining custody of and coordinating the movement of individual trial jury pools.

DISTINGUISHING CHARACTERISTICS:

The Bailiff classification is a stand-alone classification.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	BAND/ GRADE
1.	Assist judge in maintaining order and decorum in the courtroom.	B2
2.	Provide regular jury orientation presentations for each new jury panel; communicate juror expectations, court rules and instructive guidelines. Keep daily attendance of jurors.	B2
3.	Act as liaison between the judge and jury; transmits instructions and exhibits from court to jurors. Liaison between judge, trial participants, witnesses, and court staff.	B2
4.	Assist the court and counsel with impaneling the jury; escorts jury to and from the courtroom; provide personal services to jurors (makes phone calls, furnishes meals) during jury sequestration. Remain outside jury room until a verdict is reached.	B2
5.	Perform other duties as required.	

Knowledge of: (position requirements at entry):

Knowledge of:

- Courtroom etiquette and procedures, and jury empaneling and handling.
- Legal court system.
- General office practices, procedures, and equipment.
- Basic record keeping principles and techniques.
- Case management systems, personal computers.
- Statistical methods.
- Business English and business math.
- Correct and effective use of English grammar, spelling, and punctuation.

Skills (position requirements at entry):

Skill in:

- Understanding the need for maintaining strict confidentiality of sensitive information.
- Ability to understand and follow oral and written directions.
- Maintain professional demeanor under stressful situations.
- Perform and enforce with tact, diplomacy, and firmness.
- Effective communication both orally and in writing, and public presentation.
- Establish and maintain effective working relationships with co-workers, public officials, and the general public.

Training and Experience (position requirements at entry):

High School Diploma or GED and three years of experience working with the public in a legal setting, a court setting or related field or an equivalent combination of education and experience which provides knowledge, skills, and abilities sufficient to successfully perform the essential duties of the job.

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Preferred:

- Experience with courts, law enforcement, or related field.
- Experience in public speaking and facilitating meetings.
- Bilingual / biliterate in English/Spanish.
- Communication Negotiation and Conflict Resolution Training.

Licensing Requirements (position requirements at entry may vary contingent on position):

- Successfully pass a criminal history background check, which may include fingerprinting.
- Ability to attend and successfully complete all scheduled training seminars conducted by the Administrative Office of Courts (AOC).

Working Conditions:

Position may have the potential exposure to the following:

Environment: Exposure to hostile/angry individuals, work outside of standard business hours and multiple work locations;

Physical Demands: bending, carrying, handling, lifting, reaching, sitting, standing, walking, fingering, balancing, climbing, crawling, crouching, kneeling, hearing, smelling, talking, visual acuity.

Light Work, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Intellectual Demands: ability to multitask, confidentiality, ability to work under pressure, ability to articulate and communicate in conversations, ability to follow written and verbal instruction.

Classification History:

Created: 12/22