

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: <ul style="list-style-type: none">• 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: <ul style="list-style-type: none">• 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