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Human Resources

82 North 100 East

Suite 204

Cedar City, UT 84720

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**NOTICE OF EMPLOYMENT****POSITION:** Part Time Bailiff**DEPARTMENT:** Sheriff**POSITIONS OPEN:** 1**OPEN DATE:** AUGUST 9, 2019**CLOSE DATE:** OPEN UNTIL FILLED**SALARY RANGE:** \$16.15/hour**EMPLOYMENT****STATUS:** PART TIME; NON-BENEFITTED; AT WILL POSITION

Iron County is accepting applications for the position of Part Time Bailiff in the Iron County Sheriff's Office Court Services division. This position will work up to 25 hours per week. Part Time positions are not eligible to participate in county benefits. Applicants must have at minimum a current Utah POST Special Function Certification *OR* have graduated from the POST academy and are able to obtain Certification. Applicants for this position will not be sent to the POST Academy by Iron County.

**JOB SUMMARY**

Performs a variety of full performance security and courtroom processing tasks specific to maintaining courtroom order in the Justice Court and 5<sup>th</sup> District Courtrooms. Works under the guidance and supervision of the Court Services Sergeant, Court Services Corporal, Patrol Lieutenant and/or Sheriff.

**MINIMUM QUALIFICATIONS**

High School Diploma or equivalent **and** completion of Utah POST Special Functions Officer Certification. Two (2) years of related experience is preferred. Preference may be given to LEO certified candidates.

**SPECIAL QUALIFICATIONS**

**Must** have and maintain a valid Utah Driver License in accordance with Iron County Personnel Policy Section 30; **Must** maintain POST Special Functions Officer or Law Enforcement Officer Certification through annual training provided by the training division; **Must** be able to pass a thorough background screening and a pre-employment drug screen.

**Knowledge** of civil procedures and criminal code; applicable department rules, regulations and standard operational procedures; **Considerable Knowledge** and understanding of court procedures and processes.

**Skill** in analytical problem solving; interpersonal communication; reading, writing and basic math; document composition; the use of firearms or other legal restraint methods.

**Ability** to observe situations, record them and react quickly and calmly; deal effectively and courteously with fellow officers and the public; defuse or control hostile situations; coordinate multiple tasks efficiently; understand safety and security practices.

*This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills. Please see full job description for a more detailed list of duties. Iron County is a drug-free workplace successful applicants for positions in the County must successfully pass a drug screen. Successful applicants for this position are required to pass a background screening.*

Prior to submitting an application please read the directions provided with the Application form found on Iron County's website. Applications **must be received on or before the closing date by 5:00 p.m. MST.** Applications can be filled out and submitted electronically via the website by clicking on the apply link next to the posting **or** Printed and submitted to the Human resource office at the following address:

Iron County Human Resource Office  
82 North 100 East Suite 204  
Cedar City, UT 84720  
Or by email to: [jobs@ironcounty.net](mailto:jobs@ironcounty.net)



PLEASE VISIT OUR WEBSITE [www.ironcounty.net](http://www.ironcounty.net) to print an application or to apply.  
IRON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER



## IRON COUNTY JOB DESCRIPTION

<b>Title:</b>	Bailiff		
<b>Division:</b>	Patrol	<b>Effective Date:</b>	<b>03/22/2010</b>
<b>Department:</b>	Sheriff	<b>Last Revised:</b>	<b>05/08/2015</b>
<b>FLSA:</b>	Non Exempt		

### GENERAL PURPOSE

Perform a variety of full performance security and courtroom processing tasks specific to maintaining courtroom order.

### SUPERVISION RECEIVED

Works under the guidance and supervision of the Bailiff Corporal, Court Services Sergeant, Patrol Lieutenant and/or Sheriff

### SUPERVISION EXERCISED

None

### ESSENTIAL FUNCTIONS

- Function as front door security for the protection of court personnel and facilities
- Perform position functions in arraignment, magistrate or district courts
- Obey the order of command and assist the Judge in tasks when asked to do so
- Write detailed reports on incidents which occur in the courtroom or courthouse which result in criminal charges or arrests
- Open court by announcing entrance of judge
- Seat witnesses and jurors in specified areas of courtroom
- Observe courtroom congregation to ensure proper conduct and order is maintained and for violations of regulations; such as unacceptable or inappropriate use of microphones, cameras, movie cameras or any other device which would prove disruptive or threaten the security of court proceedings
- Eject or arrest individuals disturbing proceedings
- Carry out instructions of judge
- Ensures public contact and conversation with jury is limited in order to avoid exposure to prejudice parties
- Ascertain and inform judges that counsel and parties are present and ready to proceed
- Summon witnesses who have been requested
- Escort jury to lunch, deliberation or to scene of crime when ordered to view premises of the same
- Deliver all formal correspondence from the jury and generally direct the affairs of the jury to assure jurors perform assignments and abide by rules and regulations
- Assist witnesses, litigants and public by answering questions about court procedures
- Serve warrants of arrest and take persons into custody
- Conduct searches to remove personal items of person taken into custody or as directed by the Court
- Set up court rooms for court by inspecting and searching entire area to include holding cells
- Serve Civil Warrants and Court Papers including summons, order to show cause, subpoenas and serves felony and misdemeanor warrants as required by Federal, State and local statutes.
- Responds to questions, complaints and requests for assistance from the public.
- Prepares various reports, records, logs, memoranda, time sheets and other necessary records to ensure compliance with statutory provisions and policy and procedure requirements.
- Appears in court and before other quasi-legal bodies and gives testimony regarding investigations, arrests and other information

## **EDUCATION AND EXPERIENCE**

Graduation from high school and completion of POST Special Functions Officer Certification. Two years of related experience is preferred.

### **1. Knowledge, Skills, and Abilities:**

Considerable knowledge and understanding of court procedures and processes  
Knowledge of civil procedures and criminal code  
Knowledge of applicable department rules, regulations and standard operational procedures  
Skill in analytical problem solving  
Skill in interpersonal communication  
Skill in reading, writing and basic math  
Skill in document composition  
Skill in the use of firearms or other legal restraint methods  
Ability to observe situations, record them and react quickly and calmly  
Ability to deal effectively and courteously with fellow officers and the public  
Ability to defuse or control hostile situations  
Ability to coordinate multiple tasks efficiently  
Ability to understand safety and security practices

### **2. Special Qualifications:**

Must have a valid Utah Drivers License  
Must maintain POST Special Functions Officer or Law Enforcement Officer Certification through annual training provided by the training division. Preference may be given to LEO certified candidates.

### **3. Physical Demands:**

Regularly walk, stand or stoop; Occasionally lift, carry, push, pull or otherwise move objects or restrain individuals typically weighing 150-180 lbs; Frequently lift, carry, push, pull or otherwise move objects weighing up to 50 lbs; Walk, stand, crouch or run on narrow, slippery, or erratically moving surfaces, ascend or descend ladders, scaffolding, ramps, poles uneven surfaces and the like.

Regularly drive a motor vehicle; Work for sustained periods of time maintaining concentrated attention to detail; Need to distinguish between shades of color; Communicate via radio; Continually observe patrons of the court; **Meet all physical requirements established by Utah P.O.S.T.**

**Physical readiness and conditioning may be a condition of job retention.**

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

### **4. Work Environment:**

Work is performed in both environmentally controlled and partially environmentally controlled areas  
Work requires frequent travel in automobile  
Work requires standing for long periods of time  
Work exposes employee to contagious or infectious diseases or hazardous chemicals  
Work requires the use of protective devices such as personal body armor, masks, goggles and gloves  
Work exposes employee to potentially hostile situations  
Work exposes employee to unknown dangerous conditions

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)