



COMMISSIONERS  
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David J. Miller  
Dale M. Brinkerhoff

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TREASURER / Nicole B. Rosenberg  
RECORDER / Deborah B. Johnson  
ASSESSOR / Cindy W. Bulloch  
AUDITOR / H. Eugene Adams  
ATTORNEY / Scott F. Garrett  
SHERIFF / Mark O. Gower

Human Resources  
82 North 100 East Ste 204  
Cedar City, UT 84720

P: (435) 865-5373

Opening Date: March 3, 2016  
Closing Date: Continuous Recruitment

### NOTICE OF EMPLOYMENT

**Iron County** is accepting applications for a **Part-Time Bailiff** Position (up to 25 hours per week) at the Iron County Justice Center in Cedar City, UT. This position does not offer benefits. Wage is \$16.00/hr.

Minimum Qualifications include High School Graduation or equivalent and applicant must have a valid Utah POST Special Function Certification or have graduated from the POST academy and are able to obtain Certification. Preference may be given to those who are LEO Certified. Two Years of related experience is preferred. Must be firearms certified. Must hold and maintain a valid Utah Driver License according to Iron County Personnel Policy and Procedure. Must be able to pass a drug screen and criminal background investigation. Must be able to interact with the public in a positive manner.

This position functions in Justice or District Courts. Works under the guidance and supervision of the Court Services Sergeant, Patrol Lieutenant and/or Sheriff. Please see the attached job description for a more detailed description of duties.

**Applications must be submitted to the Iron County Human Resource Office, 82 N. 100 E. Suite 204, Cedar City, UT 84720 or By email to [jobs@ironcounty.net](mailto:jobs@ironcounty.net)**  
**APPLICATIONS AND INSTRUCTIONS ON HOW TO APPLY ARE AVAILABLE ON OUR WEBSITE [www.ironcounty.net](http://www.ironcounty.net)**

FURTHER INFORMATION AND DETAILS MAY BE OBTAINED FROM THE IRON COUNTY HUMAN RESOURCE OFFICE, CEDAR CITY, UTAH, 435-865-5373.

IRON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.





## IRON COUNTY JOB DESCRIPTION

|                                 |                                   |
|---------------------------------|-----------------------------------|
| <b>TITLE: Part-Time Bailiff</b> | <b>EFFECTIVE DATE: 03-22-2010</b> |
| <b>OFFICE: SHERIFF</b>          | <b>REVISED DATE: 03/03/2016</b>   |
| <b>DIVISION: PATROL</b>         | <b>FLSA: NON-EXEMPT</b>           |
| <b>CAREER SERVICE EXEMPT</b>    |                                   |

### JOB SUMMARY

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

### SUPERVISION RECEIVED

Works under the general supervision of a Sergeant, Lieutenant or assigned supervising officer.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

**Bailiff/Court Security:** Performs a variety of full performance security and courtroom processing tasks specific to maintaining courtroom order and insuring that courtroom processes are adhered to; serves as security officer for the protection of state and county personnel and facilities. Functions in arraignments held in juvenile and district court; acts as official custodian of courtroom.

Serves as security officer by carrying out specific plans and programs to insure safety of court personnel and protection of facilities; follows specific instructions from appropriate supervisors. Sets up court rooms for court by inspecting and searching entire area to include holding cells.

Assists witnesses, litigants, and public by answering questions about court procedures, but does not give legal advice or discuss merits of case on trial.

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 and 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 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.

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. Transport inmates and/or criminals to the jail. 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.

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

Performs related duties as required.



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### **MINIMUM QUALIFICATIONS**

1. Education and Experience:

- A. Graduation from High School or GED; plus, Graduation from (P.O.S.T.) Academy  
AND
- B. No experience necessary, preference may be given for experience in related field.

2. Required Knowledge, Skills, and Abilities:

**Some knowledge of** local, state and federal laws such as, civil procedures and criminal code; Considerable knowledge and understanding of court procedures and processes; standard first-aid administration; interpersonal communication skills; techniques and procedures of police work; arrest, search and seizure laws, booking processes and procedures; court procedures, civil paper serving and processing; English, grammar and technical writing skills.

**Skill in** the operation of motor vehicles in dangerous situations; skill in the use of, firearms, taser, ASP, radio, restraints, computer, etc.

**Ability to** apply modern law enforcement principles, procedures, techniques, and equipment in various law enforcement situations; learn and interpret the civil and criminal code related to law enforcement and the elements of crime; demonstrate knowledge of how to react in emergency situations; demonstrate problem solving capability; ability to enforce laws and ordinances with tact and impartiality; follow established safety practices and procedures common to law enforcement work; communicate effectively, verbally and in writing; ability to effectively testify in court proceedings; develop and maintain effective working relationships with the public and fellow employees; perform work requiring good physical condition.

3. **Special Qualifications:**

Must be at least 21 years of age. Must pass an extensive background investigation. Must possess a valid Utah Driver's License in accordance with Iron County Personnel Policy. Must be SFO and/or LEO P.O.S.T. certified. Must complete 40 hours of training per year to maintain certification.

4. **Physical Demands:**

Must be able to meet all physical requirements established by the Utah State Peace Officer Standards and Training Certification Agency (P.O.S.T).

**Regularly:** walks, stands, and stoops; sit at a desk or table; works for sustained periods of time maintaining concentrated attention to detail; communicate via radios;

**Occasionally:** lifts or otherwise moves objects weighing up to 50 pounds; restrains individuals weighing 200 pounds or more; distinguishes between shades of color; uses tools or equipment requiring a high degree of dexterity; Walk, stand, crouch or run on narrow, slippery, or erratically moving surfaces, ascend or descend ladders, scaffolding, ramps, poles uneven surfaces and the like. 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.



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### 5. Work Environment:

Functions of the position generally performed in a controlled environment. Occasional travel in an automobile. Requires standing or sitting for long periods of time. Work occasionally exposes the incumbent to unknown and dangerous situations and may expose incumbent to contagious or infectious diseases or hazardous chemicals. Work occasionally requires the use of protective devices such as personal body armor, firearms, masks, goggles, and/or gloves

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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