



CITY OF DULUTH

3167 Main Street
Duluth, GA 30096
(770) 476-3434

JOB DESCRIPTION:

JOB TITLE: COURT BALIFF (SWORN POLICE OFFICER)
DEPARTMENT: Police Department
SUPERVISOR: Court Security Coordinator
DATE: May 11, 2006 (slight revision 11/10/2008)
EEO GROUP: 04 (Protective Service Workers)
EEO FUNCTION:
FLSA: Non-Exempt

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer without notice as the needs of the employer and/or requirements of the job change.

JOB SUMMARY:

- Court Bailiffs are sworn police officers who are assigned to assist in the operation and security of the Municipal Court of the City of Duluth. The bailiff's primary responsibility is court security to include: protection of the judge, controlling inmates, conducting and providing physical security for the court. They are assigned and supervised by the Court Security Coordinator in the Police Department.
- This position may be flexibly staffed including any combination of full-time, part-time, and on or off-duty officers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Conducts a search of the courtroom prior to court for weapons and contraband. Bailiffs are responsible for locking the doors and turning off lights at the end of court.
- Inspects packages and persons coming in to the courtroom in a reasonable manner.
- Recognizes and handles suspicious packages/persons.
- Announces the opening and closing of the Municipal Court.
- Makes last call for defendants before bench warrants are issued for non-appearance.
- Summons officers and witnesses to testify.
- Provides general security for all persons attending court.
- Provides security and safety for the Court; including keeping order in the court and making arrests if necessary.
- Provides assistance during any emergency situation, including medical, weather, fire, etc.
- Check all persons who enter the court room with a magnetometer to keep weapons out of the court room.
- Maintains custody and escort/transfer of prisoner(s).
- Attends to other court related matters at the judge's direction or other authorized court staff.
- Maintains a dignified and professional atmosphere in the courtroom.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF ALL CITY EMPLOYEES:

- Adheres to all applicable state and federal laws, ordinances, policies, procedures, rules and regulations.
- Endeavors to continuously improve the services provided to the citizens of Duluth.
- Demonstrates work initiative and positive suggestions for improvement
- Performs other related duties and functions as directed, or which are readily apparent.
- Demonstrates good interpersonal communication skills with citizens, co-workers, and supervisors.
- Works as scheduled.
- Accepts and follows instruction, evaluation and correction.
- Demonstrates interest and initiative in learning new techniques and procedures; attends scheduled training.
- Helps other employees when needed or asked.
- Assists in training new employees.
- Carries assigned workload.

SUPERVISION RECEIVED:

- Performs work under the general supervision of the Courtroom Security Coordinator and the Judge. Work is spot checked at the discretion of the supervisor.

EMPLOYMENT STANDARDS:

- Employees in this position must be at least 21 years of age, and must be a United States citizen (per state law) in order to be qualified as a sworn law enforcement officer.

EXPERIENCE, TRAINING AND/OR EDUCATION:

- Any combination of experience, training, and education which provides the required knowledge, skills, and abilities to perform the duties and responsibilities of the job will be considered.
- A High School diploma or state-issued GED is required. A post-secondary degree, diploma, or course work from a recognized institution in criminal justice, business administration, public administration or closely related fields is desirable.

DESIRABLE QUALIFICATIONS:

- Courtroom Security experience, or general law enforcement experience or work involving frequent contact with the public and requiring the exercise of considerable tact and diplomacy is highly desirable.
- Courtroom Security or related training from a recognized institution or police academy is desirable.
- Written/spoken fluency in a foreign language (particularly Spanish) is desirable.

OTHER REQUIREMENTS:

- Failure to obtain and maintain all required certifications, licenses, and commissions as required, or failure to successfully complete all required training, or failure to meet other job requirements may result in discipline, up to and including termination of employment.
- Possession of a valid Georgia Driver's License for the type of vehicle operated is required within 30 days of hire, and must be maintained throughout employment.
- Acceptable Motor Vehicle Record (MVR).
- Take and pass a drug screening test, medical exam, psychology evaluation, and polygraph exam.
- The employee must sign a GCIC "Awareness Statement" regarding confidentiality of criminal justice information and criminal history record information; and abide by the stringent regulations concerning the protection of such information from dissemination to unauthorized persons.
- Completion of a basic law enforcement training academy or equivalent and possession of the basic requirements for Georgia P.O.S.T. Peace Officer certification is required.

- Georgia P.O.S.T. Basic Peace Officer certification is required in order for the employee to exercise law enforcement powers.
- Must be in good standing with Georgia P.O.S.T.
- First Aid and CPR certifications must be current while the employee remains in this job position. These certifications may be obtained after employment.
- Must be willing to work various hours, and various days of the week.
- Follow courtroom security as described in Duluth Police Department SOP #41-05.

TOOLS AND EQUIPMENT USED:

- While performing the duties of this job, the employee uses and operates a variety of tools and equipment, including office equipment such as a computer, printer, telephone, fax machine, copy machine, two-way radio/cell phones.
- Law enforcement equipment such as a uniform, gun belt, firearm, ammunition, handcuffs, baton, chemical (OC) spray, TASER, and ballistic vest.
- Safety equipment such as latex gloves and a CPR mask.

KNOWLEDGE, SKILLS & ABILITIES:

The requirements listed below are representative of the knowledge, skills and abilities (KSAs) required for satisfactory performance of the job duties and responsibilities at a "Fully Proficient Level." Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE:

- All bailiffs must be knowledgeable of the location of all fire extinguishers, first aid kits and evacuation procedures.
- Knowledge of applicable federal laws, state laws and city ordinances, especially: the criminal, traffic, and juvenile codes; the laws of arrest, search and seizure; the laws regarding civil liability; the rules of evidence; and the laws and regulations regarding peace officers.
- Knowledge of departmental policies, procedures, directives, rules and regulations.
- Knowledge of the confidentiality requirements of criminal justice information and criminal history record information.
- Knowledge of the geography, road network, traffic patterns, crime patterns, public buildings, and emergency facilities of the City.
- Knowledge of GCIC operating procedures, rules and regulations; including the GCIC databases and how they interrelate.
- Knowledge of radio system signals and codes.
- Knowledge of Federal Communications Commission rules and regulations pertaining to Public Safety radio users.
- Knowledge of general police procedures.
- Knowledge of mechanics of arrest and self-defense tactics and procedures.
- Knowledge of standard American English grammar, punctuation, and spelling.

- Knowledge of the principles of basic mathematics.
- Knowledge of the principles of first aid and CPR.
- Knowledge of the criminal justice system.
- Knowledge of judicial terminology, court systems, and court procedures; especially of the Duluth Municipal Court, and Gwinnett County State & Superior Courts.
- Knowledge of adult and juvenile human behavior, cultural differences, and socio-economic problems.
- Knowledge of the signs and symptoms of mental/physical impairment.
- Knowledge of alphabetical and numerical paper and electronic filing systems.
- Knowledge of interpersonal communication skills, including tactical communication skills.

SKILLS:

- Skill in the proficient use of all police equipment used in the performance of the job, including but not limited to: firearms, impact weapons, chemical weapons, and handcuffs; radio.
- Skill in self-defense and in arresting/restraining persons.
- Skill in performing first aid and CPR techniques.
- Skill in writing legibly.
- Skill in the effective and efficient use of office equipment, including, but not limited to a copy machine, computer, telephone and fax machine.

ABILITIES:

- Ability to carry out duties according to federal and state laws and administrative regulations, City ordinances, departmental policy and procedures, directives, rules and regulations, and external directives.
- Ability to observe and analyze situations quickly and objectively and, using good judgment, determine an effective and efficient course of action to be taken with due regard to the task, hazards, situation, and circumstance.
- Ability to communicate effectively with people in a courteous, tactful, and fair manner under all conditions except when a firmer manner is required.
- Ability to provide information and explanations of the processes and procedures of the police department, municipal court, municipal government, and local criminal justice system to the public.
- Ability to handle difficult and emergency situations in an effective, safe, timely and legal manner.
- Ability to read, speak, write and spell using standard American English grammar.
- Ability to write clear, complete, accurate and comprehensive reports in a timely manner to the degree necessary for the effective use of the reports by members of the criminal justice community and general public.
- Ability to recall and relate details of incidents in order to prepare written reports and present information to concerned parties.

- Ability to perform mathematical calculations with speed and accuracy at a level necessary to successfully complete the job duties.
- Ability to comprehend radio transmissions and speak clearly over the police radio using proper signals and codes and efficient message construction.
- Ability to understand and follow quickly and accurately oral and written instructions and procedures.
- Ability to obtain information through observation interview.
- Ability to successfully complete the Department's training programs following employment/assignment.
- Ability to successfully complete the Georgia P.O.S.T. Basic Peace Officer Mandate Police Academy if not Georgia P.O.S.T. certified at time of employment.
- Ability to determine probable cause for warrantless arrest, search/seizure.
- Ability to make appropriate judgments in tense and evolving situations regarding appropriate tactics and the use of only reasonable and necessary force in order to defend one's self and others from attack and to make forcible, physical arrests
- Ability to give accurate directions.
- Ability to determine if an incident is criminal or civil in nature.
- Ability to work well in a high-pressure, multi-tasked environment amid frequent interruptions.
- Ability to redirect focus of attention to a task after an interruption.
- Ability to assign priorities to tasks and to reassign priorities as the situation and circumstances change.
- Ability to search for information from many various sources in order to respond to appropriate and relevant requests or to complete required duties.
- Ability to organize information for the employee's own use in their official capacity, and to present it to others for their use.
- Ability to plan and organize work.
- Ability to establish and maintain effective working relationships with a wide range of persons, including: supervisors, peers, subordinates, other city employees, attorneys, and the general public.
- Ability to work effectively as an individual and as a team member.
- Ability to assert self appropriately.
- Ability to accept responsibility, acknowledge mistakes, and share successes.
- Ability to adapt to change and changes in work conditions.
- Ability to perform computer related functions.
- Ability to type accurately.
- Ability to properly handle confidential information.
- Ability to meet Departmental physical fitness standards.
- Ability to meet Departmental firearms qualification standards.
- Ability to possess and/or be in control of a firearm under state and federal laws.
- Ability to plan, organize, analyze, make decisions, and problem-solve.
- Ability to exercise proper judgment in supervisory matters concerning subordinates and the general public while serving as Officer-In-Charge, if assigned.

- Ability to give clear verbal and/or written direction to others in the application of appropriate procedures, policies, and laws in routine and emergency situations.
- Ability to successfully complete the selection process for this position.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Testing and/or evaluation of these requirements may be conducted as part of the selection process. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently asked to perform the following.

- Use their hands to finger, handle, feel or operate objects, equipment, tools, or controls.
- Reach with hands and arms, including stretching.
- Sit, stand and walk.
- Talk (to convey information, ask questions, etc.).
- Hear ordinary conversations (such as questions from residents on the phone or in person, etc.).
- Lifting of light items utilizing proper body mechanics and techniques occasionally required to climb, push, kneel, squat, bend or stoop.
- Lift light (5-10 lbs) objects, and potentially lift, carry or drag very heavy (more than 100 lbs) objects or persons (in emergency situations).
- Use equipment requiring a high degree of psychomotor skills (hand-eye coordination).
- Have correctable hearing abilities sufficient to perform job duties.
- Have correctable binocular vision sufficient to perform job duties, with: no marked red-green deficiency of color vision, normal depth perception, no significant interference with night vision, no significant loss of peripheral vision, and no uncorrectable strabismus which is accompanied by double vision.
- Have correctable speaking abilities sufficient to perform job duties.
- Have strength, dexterity and endurance required to use physical force necessary to defend themselves against attack and arrest and restrain persons.
- Be able to smell natural gas leaks, smoke, and other hazardous odors.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee normally works in a courtroom and an office environment, with long period of standing. The noise level in the work environment is usually moderately quiet.
- The employee may be potentially subjected to extended periods of physical and mental exertion under highly stressful conditions and must be able to remain calm and think logically.
- The employee may be subjected to rapid changes of environment from pleasant to highly dangerous and life-threatening situations and conditions.
- Work contains an element of personal, physical, and psychological risk, and an employee must be able to exercise personal restraint and control in a professional manner and exercise sound judgment independently in emergency situations.
- The employee may potentially be exposed to: infectious diseases, irritating chemicals, biological hazards, flammable substances, explosives, firearms, hostile individuals or crowds, and other adverse and/or potentially life-threatening situations.

EQUAL OPPORTUNITY EMPLOYER:

The City of Duluth is an Equal Opportunity Employer. The City will conform with all applicable local, state, and federal laws concerning employment and will not illegally discriminate with regard to age, sex, sexual orientation, gender identity, race, color, religion, national or ethnic origin, disability, genetic information or other legally protected status or classification, except where mandated or permitted by law as a bona fide occupational qualification.

It is the policy of the City of Duluth to provide equal employment opportunity for all applicants and employees. This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer and other terms and conditions of employment.

AMERICANS WITH DISABILITIES ACT (ADA):

The City of Duluth, in compliance with the Federal law, will provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.