

Maumee Municipal Court

Job Description

<u>Chief Bailiff</u>	
Department:	Bailiff's Office
FLSA Status:	Exempt
Immediate Supervisor:	Maumee Municipal Court Judge
Supervises:	Deputy Bailiffs
Work Schedule:	Regular Operational Hours of the Court as well as time needed and/or required by the Judge.
Date Revised:	February 9, 2018

The primary purpose of this position is to responsibly plan, organize, develop, coordinate and direct all aspects of the Maumee Municipal Court's Bailiff's office in accordance with all applicable federal, state and local standards, guidelines and regulations in order to maintain and enforce security in the Maumee Municipal Court.

The specific duties of this position include but are not limited to:

- ✓ Adhere to and support the vision of MMC and the Court policy and procedures as documented in the MMC Personnel Rules.
- ✓ Oversee and place as a high priority security and safety for the Judge and all MMC employees.
- ✓ Provide competent supervision for the Deputy Bailiffs of the MMC.
- ✓ Assist in the recruitment, selection and hiring of competent Deputy Bailiffs, when positions are open along with completing annual performance evaluations for all current Deputy Bailiffs.
- ✓ Provide consistent training for all Deputy Bailiffs.
- ✓ Provide leadership to all Deputy Bailiffs; assign and delegate work duties including delegated leadership when absent due to illness, vacation, conference/training, etc.
- ✓ Schedule and conduct Bailiff Staff meetings as necessary.
- ✓ Maintain and foster a professional and positive work environment in the Courtroom and surrounding areas.
- ✓ Conduct, under direct supervision of the Judge, all Municipal Court sessions, including handling of case files and their presentation for hearing to the Judge, escort of defendants and other person to the Bench and to other Court offices.
- ✓ Investigate factual issues at the direction of the Judge relative to any particular defendant or pending case, on issues such as bond, addresses of defendants, and other pertinent case file issue.
- ✓ Establish and maintain proper decorum in the courtroom for all Bailiffs and the general public.
- ✓ Swear in Witnesses.
- ✓ Maintain Courtroom sound, recording and video equipment and the operation of the same.

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- ✓ Administrate the organization of jurors for a jury trial and the watch-care of those jurors throughout Court procedures.
- ✓ Establish and maintain viable and effective professional relationships with the County Jail Personnel, law enforcement agencies, Prosecutor's office, public defender's office and private attorneys.
- ✓ Be prepared, equipped and available to mediate with Defendants or the general public in times when those individuals are under duress, anxious or posing general questions or concerns.
- ✓ Perform other functions as designated by the Judge.

MINIMUM QUALIFICATIONS / EXPECTATIONS

- High School diploma, GED, or equivalent certificate of competency.
- Satisfactory security and background check.
- Knowledge of Court procedures and of the legal processes associated with Municipal, Criminal and Civil Court.
- Five years of related work experience in the Court, law enforcement or the criminal justice field.
- Technical/Computer proficiency in the software/hardware that the Court is currently using as well as the current case management system of the Court, and other Court-related web support sites.
- Ability to establish and maintain productive working relationships with co-workers, attorneys, law enforcement officers, Court officials and the public.
- Flexibility in terms of the ability to develop new documentation in conformity with changes in the law and other requirements imposed upon the Court.
- Possession of a valid driver's license.

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INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the City.

Job descriptions are not intended as and do not create contracts. The City maintains its status as an at will employer and, accordingly, may terminate an employee for any reason not prohibited by law, unless such status as applied to a particular employee is modified by a collective bargaining agreement or the rules and regulations of the Civil Service Commission of the City.

Employee name

Date

Employee signature

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Revised: 2/9/2018