



**PULASKI  
COUNTY**

## **PULASKI COUNTY**

invites applications from current County Employees and the  
General Public for the position of:

# **BAILIFF**

An Equal Opportunity Employer

<b>Department:</b>	14 <sup>th</sup> Division Circuit Court		
<b>Starting Salary Range:</b>	\$50, 677		
<b>Position Number:</b>	004		
<b>FLSA Status:</b>	Exempt position, not eligible for overtime		
<b>Safety Sensitive Designation:</b>	This position is designated as safety sensitive and is subject to random drug and alcohol screening.		
<b>Opening Date:</b>	3/05/21	<b>Closing Date:</b>	3/18/21 at 5:00 PM

### **JOB SUMMARY:**

Maintains safety, security, and order in the courtroom, assists with security in other areas of the court building when needed, assists with administrative functions, and facilitates the administration of justice via the Judge's orders.

### **ESSENTIAL JOB FUNCTIONS:**

- Inspects the offices and courtroom each morning prior to the opening of Court for any potential safety or security concerns; ensure that the courtroom's public entry doors are locked and secure each afternoon.
- Ensures the courtroom is prepped and in proper order prior to each hearing or trial; makes sure water pitchers are filled, table surfaces are clean and clear of debris, microphones and courtroom equipment are positioned and in working order.
- Prepares and maintains courthouse security incident reports.
- Assists the public and attorneys by answering questions with regard to time, date and subject matter of particular cases, to make sure witnesses and litigants appear in the proper court.
- Serves court orders, notices, warrants, and subpoenas on parties and witnesses as needed.
- Confirms disposition and dismissal for failure to appear orders in domestic matters; confirm with the Office of Child Support Enforcement (OCSE) and law enforcement agencies the recall of pickup orders, warrants, and other case dismissals which appear in databases, as directed by the Judge.
- Prepares transport orders for detainees in Criminal, Contempt, Non-Support, and OCSE cases to be brought before the Court and returned to the detention facility; verify the orders have been received through fax by the Liaison Office of the Pulaski County Detention Facility.
- Escorts prisoners or detainees to and from Courthouse lockup, State Hospital holding area, or probation office in a safe and secure manner; supervise detainees while they are in the courtroom and until they are returned to the custody of Sheriff's personnel.
- Escorts parties, witnesses, etc. to and from the lobby area to the courtroom for hearings.
- Utilizes the Arkansas Crime Information Center (ACIC) and National Crime Information Center (NCIC) systems as needed.
- Prepares orders upon direction of the Judge; obtains Judge's signature and serves to individuals involved in court cases.
- Advises courtroom attendees of courtroom rules and behavior (no cell phones, talking, etc.) and monitors their behavior and activities to ensure compliance with those rules.
- Exercises professional judgement to determine when courtroom behavior detracts from the dignity of courtroom proceedings; acts to correct behavior as needed.

- Monitors litigant, witness, and public interactions during courtroom proceedings and outside of the courtroom to maintain order.
- Makes arrests, administer drug tests, and conduct physical searches where warranted.
- Attends security officers meetings and Arkansas Court Security Officer Association meetings; keeps Circuit Judge apprised of pertinent security concerns and information.
- Acts as a liaison for the Court with other local, state, and federal law enforcement agencies regarding security issues.
- Plans and prepares for jury trials by advising the Circuit Clerk Administrator of the number of juror summons needed for each jury panel and scheduling juror orientation with the Administrator for a date sufficiently ahead of the date of the jury panel's service.
- Reviews each juror summons for accuracy and make revisions as needed; ensure the summons are mailed out in a timely manner.
- Conducts juror orientation for each jury panel; ensure completion of the juror questionnaire and explain procedures and reporting requirements to the jury panel.
- Receives and approves requests from individuals requesting to be excused from jury duty; refers questionable or difficult situations to the Judge. Maintains records of those excused and supporting documentation.
- Enters and maintains juror information in the Administrative Office of the Courts (AOC) juror management database.
- Administers and supervises jury panels to ensure that participants are educated on the jury system, generally, and their responsibilities, specifically.
- Reviews, with the trial judge, the number of prospective jurors for specific cases to make sure a sufficient number of jurors appear for each trial.
- Serves as liaison between the court and jurors from orientation through the completion of their terms; makes sure jurors have ample supplies, remains available for juror's special needs, assists them in case of a personal emergency, and maintain security while jurors are in deliberation.
- Announces the opening of court, calls witnesses for testimony, assists in the operation of any courtroom presentation equipment, and maintains order.
- Escorts witnesses and prisoners to and assists in drug and handwriting testing.
- Maintains case logs.
- Sets cases on docket as directed by the Judge and consistent with training and instruction.

**SECONDARY DUTIES AND RESPONSIBILITIES:**

- Assists staff as needed during high volume periods or as needed when other court employees are not available.
- Assists other Court Security Officers in the event of an emergency or as requested; respond to panic button calls in the Courthouse and Administration Building.
- Attends training as needed to maintain law enforcement and court security officer certification.
- Performs other related duties as assigned by the Circuit Judge.

**PERSONNEL SUPERVISED:** None

**PHYSICAL REQUIREMENTS:**

- Visual acuity required for inspection of courtroom, observation of environment and individuals, and use of computer monitor.
- Digital dexterity necessary for writing, keyboard operation, and operation of firearms.
- Ability to effectively communicate in person and to groups, in person, by telephone, and through use of radio

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communications equipment.

- Ability to restrain prisoners when necessary during court sessions and escorting to and from court.
- Ability to work in a constant state of alertness and in a safe manner.
- Ability to concentrate for long periods of time.

**WORKING CONDITIONS:**

Work is performed in a smoking-restricted office environment. Exposure to potentially dangerous and hazardous situations is possible. Constant observation and vigilance is required to ensure personal safety. Must attend court in Perry County and the State Hospital as necessary. May be assigned to other divisions in cases of increased public attendance, episodes of threatened violence, the occasional absence of other officers, or other reasons for heightened security.

**MINIMUM QUALIFICATIONS:**

Completion of high school or GED equivalency; at least one year of work experience in law enforcement or a related position; or any equivalent combination of experience and training which provides the required skills, knowledge, and abilities.

**ADDITIONAL REQUIREMENTS:**

Must obtain CLEST certification within one year of employment.

Must obtain Court Security Officer (CSO) certification offered by the Administrative Office of the Courts within one year of employment.

Must be able to immediately obtain ACIC and NCIC certification.

**Employment is contingent upon satisfactory completion of the following pre-employment requirements:** criminal background check, traffic offense check, sexual offender check, child maltreatment check, adult maltreatment check and drug test by appropriate licensed agencies.

**PREFERENCES:**

Spanish language proficiency is a plus.

Current CLEST certification with up to date continuing education requirements and firearm proficiency Bachelor's Degree in Criminal Justice, Law Enforcement, Criminology, or related area.

**APPLICATION REQUIREMENTS:**

Applications must be filed online at [www.pulaskicounty.net](http://www.pulaskicounty.net).

**ACCESSIBILITY NOTICE:** If you need a reasonable accommodation for any part of the employment process due to a physical or mental disability, please send an email to [humanresources@pulaskicounty.net](mailto:humanresources@pulaskicounty.net) or call (501) 340-6110.

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