Job Description

Job Title:	Court Bailiff (Part-Time)	Classification:	Unclassified
Department:	Municipal Court	Grade:	580
Occupational Group:	Public Safety - Police	FLSA:	Non-Exempt
Status:	Part-time	Supervisory:	No

Primary Purpose

Under general supervision; provides security during Municipal Court sessions; serves a variety of Court documents including warrants and subpoenas, as directed.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Maintains security in Municipal Court sessions. Prevents unauthorized or hostile individuals from approaching the Municipal Judge or other court personnel.
2. Serves Municipal Court warrants, subpoenas, and related Court documents. Serves documents or arrests the individual as appropriate; transports individuals arrested for failure to appear to the City jail.
3. Coordinates with other law enforcement agencies to serve papers and/or transport prisoners.
4. Transports prisoners to and from Court sessions.
5. Utilizes the Missouri Uniform License Examination System and other information resources to locate individuals as needed.
6. Sets up the Courtroom in standard arrangement to facilitate efficient, effective handling of Court business.
7. Checks arrest logs for new arrests to be arraigned.
8. Prepares monthly activity reports of activities and warrant dispositions.
9. Contributes effectively to the Police Department, communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.

Other Duties

- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Joplin Municipal Court procedures regarding Court sessions and serving warrants, subpoenas, and related documents; general law enforcement techniques, procedures, and practices; operation of the Missouri Uniform License Examination System; Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relationships with other law enforcement agency staff, Court defendants, and the public; locating subjects and serving them with Court papers or

arresting them for failure to appear; preparing narrative and statistical reports; operating a motor vehicle; Microsoft Office Suite.

Education: High school diploma or GED equivalent required.

Experience: Law Enforcement experience with the Joplin Police Department.

Licenses and Certifications: Possess and maintain a valid state issued driver's license. POST certification is required throughout employment.

Physical Demands Requirements and Working Conditions

This position works in both indoor and outdoor environments. Working at or from a courtroom or police station requires standing in work areas; walking between work areas may be required. In an indoor environment finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in-person and over the telephone. This position may sit and operate a motor vehicle and equipment such as computers, radios, and phones inside the vehicle for a prolonged period during a shift.

Must possess the ability to stand, walk, or run for extended periods. Positions in this classification are required to bend, stoop, kneel, reach, push, and pull when making arrests. Employees may be required to lift, carry, push, and pull materials and objects weighing up to 100 pounds, or heavier with the proper use of equipment. Employees must maintain specific hearing and vision requirements to ensure safety to self and others. Employees must possess physical and mental stamina to fire weapons; react and move rapidly from sedentary to active conditions in response to environmental situations; assume a variety of bodily positions and postures necessary to cover or conceal during emergency situations; respond to a physical attack and subdue an attacker or request aid. The employee is occasionally exposed to extreme conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; may be required to work with explosives. Employees may interact with upset members of the public or their representatives while enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, polygraph exam, psychological exam, physical exam, and drug test as a condition of employment with the City of Joplin. Must be 21 years of age, a United States citizen, with no felony convictions or misdemeanor domestic violence convictions. Must be in compliance with department policy on tattoos, piercings and gauges.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	