

# Job Description

**Department: 15<sup>th</sup> Judicial District Court**  
**Class title: Bailiff**  
**Job Code: 000850**  
**FLSA Status: Non-Exempt**

Typical working hours for this position occur during the Court's regular business hours, which are Monday through Friday, 8:00 a.m. – 5:00 p.m. EST. Working hours infrequently may extend beyond 5:00 p.m. at short notice to accommodate the Court dockets.

**Job Summary:** Under the supervision of the individually assigned judge, provides judicial security, courtroom security and ancillary support security functions; maintains order and decorum in the courtroom; acts as jury liaison for seated jurors; performs general clerical support work; and other related work as assigned.

## **Examples of Duties:**

1. Opens and closes courtrooms to restrict public access for security purposes;
2. Attends all court proceedings as an officer of the court;
3. Checks-in attorneys and pro se litigants for court dockets;
4. Calls court to order and maintains appropriate decorum in the courtroom;
5. Prepares and distributes notices or other legal documents as needed;
6. Swears jurors and witnesses;
7. Assists jury clerk during the jury selection process; post jury selection, acts as jury liaison for seated jurors until a verdict is reached. Escorts jurors to and from the courtroom, provides parking validation tickets and Juror Work Certificates to jurors when requested; communicates trial schedule and procedural expectations to jurors;
8. Provides protection for 15<sup>th</sup> District Court judicial officers;
9. Performs security patrols and contraband searches of courtrooms, 15<sup>th</sup> District Court judicial chambers and additional 15<sup>th</sup> District Court interior areas in the Ann Arbor Justice Center;
10. Provides security response in emergency situations and responds to requests for assistance;
11. Performs Taser testing and/or preventative maintenance to ensure proper functioning of device, including maintaining adequate levels of supplies;
12. Secures Taser in an appropriate manner when device is not being utilized;
13. Assists or substitutes for other 15<sup>th</sup> District Court employees as needed;
14. Assists in preparation of case files for court dockets;
15. Files case files, ticket files, forms, cards and other documents both alphabetically and numerically in established filing systems;
16. Locates and retrieves case files, ticket files, forms and other documents from established filing systems;
17. Transports, carries, moves files to and from various locations within the court;
18. Operates equipment such as: Taser, fax machine, PC, printers, copiers, and shredder;
19. Other relevant duties as assigned by the judges or court administrator.

**Requirements:**

1. At least 21 years of age;
2. Possess a high school diploma or equivalent;
3. Possess a valid State of Michigan Vehicle Operator's License;
4. Have no felony or misdemeanor offense convictions;
5. Pass a criminal background check and drug test;
6. Pass testing requirements to be a certified LEIN (Law Enforcement Information Network) operator within six (6) months of employment and recertify as applicable;
7. Possess two (2) or more years of experience as a law enforcement officer;
8. Successfully complete Taser training and recertify as applicable;
9. Successfully complete CPR training and recertify as applicable;
10. Be able to understand and follow oral and written instructions;
11. Be able to work independently and to set priorities to meet deadlines;
12. Be able to use sound judgment within established procedural guidelines;
13. Be able to work well in a team environment;
14. Be able to interact firmly, calmly and impartially with attorneys, litigants, witnesses and the general public;
15. Possess good organizational, filing, verbal and writing skills;
16. Computer literate, including the ability to use Microsoft Office Suite;
17. Be capable of performing all of the work related in this posting.

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**Description Prepared By:** Shryl Samborn/ Reviewed by HR- JC and AW 03/31/15

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