

BAILIFF

DEPARTMENT: Superior Court

ENTRY WAGE RANGE: \$16.30 per hour, 40 hours per week

POSTING DATES: December 11, 2013 closes 4:30 pm December 26, 2013

THE POSITION:

- Attends court sessions and provides security functions of judicial personnel and others attending sessions; clerical assistant to judges; responsible for jurors during trials. **Ability to speak Spanish is required.**

ESSENTIAL RESPONSIBILITIES:

- Maintains courtroom and department security; calls to order and adjourns court.
- Remains with jury until end of trial; responding to inquiries when appropriate; monitoring telephone calls and outside contacts of jurors; arranges sequestration when necessary.
- Responds to inquiries from public and jury members regarding information which is available and known;
- Acts as clerical assistant to judges, using word processing software (Word) for correspondence, jury instructions and other court documents.
- Monitors daily schedule, insuring necessary staff and parties are available in courtroom at appropriate times; arrangement of courtroom settings in courtrooms and in hearing rooms, as required.
- Maintains courtroom in good order; maintains inventories of miscellaneous supplies.
- Provides necessary court files for pending cases, including docket printouts as required from SCOMIS computer for the judge.
- Performs miscellaneous duties such as locating and retrieving reference materials.
- Prepares for mailing jury summons.

MINIMUM REQUIREMENTS:

- High school diploma or G.E.D.
- Ability to use a variety of office equipment including copy machine and FAX. Previous computer experience using Windows and Microsoft Word, Excel and Outlook.
- Ability to communicate effectively, orally and in writing.
- Ability to type 50 w.p.m. with accuracy.
- Ability to work with confidential information.

APPLICATION PROCEDURE:

Resumes are accepted, but must be accompanied by a completed County application form and received by the closing date/time. Submit applications to: Skagit County Human Resource Department, 1800 Continental Place, Suite 200, Mount Vernon, WA 98273. Applications may be faxed to 360-336-9424 (if received by closing date/time and the original received prior to interviews). Applications that are mailed and postmarked prior to the closing, but received after the closing date, will not be accepted.

SELECTION PROCESS: Following review of applications and resumes, the highest qualified applicants will be interviewed and may be tested. After a selection is made, all applicants not selected will be notified in writing. Skagit County reserves the right to use applications received for this posting to fill any other [Bailiff](#) positions which may open within the Superior Court for a period of six months following hire of an applicant for this position.

**SKAGIT COUNTY
POSITION DESCRIPTION**

Position Title:	Law Clerk/Bailiff
Department:	Superior Court
Reports to:	Superior Court Judges/Court Administrator
Occupation Code:	0920
Salary Range:	7

Summary

Attends court sessions and provides security functions of judicial personnel and others attending sessions; clerical assistant to judges; responsible for jurors during trials. **Ability to speak Spanish is required.**

Essential functions:

Maintains courtroom and department security; calls to order and adjourns court.

Remains with jury until end of trial; responding to inquiries when appropriate; monitoring telephone calls and outside contacts of jurors; arranges sequestration when necessary.

Responds to inquiries from public and jury members regarding information which is available and known.

Acts as clerical assistant to judges, using word processing software (Word) for correspondence, jury instructions and other court documents.

Monitors daily schedule, insuring necessary staff and parties are available in courtroom at appropriate times; arrangement of courtroom settings in various temporary locations for third judicial position as required.

Maintains courtroom in good order; maintains inventories of miscellaneous supplies.

Provides necessary court files for pending cases, including docket printouts as required from SCOMIS computer for the judge.

Performs scheduling duties for Superior Court judges within parameters allowed by trial schedules. Performs miscellaneous duties such as locating and retrieving reference materials.

Prepares for mailing jury summons.

Skills, Knowledge, and Abilities

Ability to use computer for word processing, preferably Microsoft Word.
Knowledge of proper courtroom proceedings.

Ability to work with confidential information.

Ability to type 50 w.p.m. with accuracy.

Ability to anticipate any courtroom disturbances and respond accordingly.

Physical ability to secure the court, being alert to persons or actions that may be injurious to those in attendance.

Ability to communicate effectively in response to case at hand without offending jurors or members of the public and without violating court rules and instructions.

Education and Experience

High school diploma or G.E.D. and three year's related experience.

Working Conditions/Physical Requirements

The work is performed in the usual office environment and courtroom. Position requires some bending, reaching and lifting. High level of alertness is required for all activity going on in the Courtroom during proceedings.

Hazards:

Danger of physical harm may occasionally be present in the Courtroom.

Physical Requirements

Normal capacity to see, hear and react to situations in office and courtrooms as required.

The statements contained herein reflect general details as necessary to describe the essential functions of this position, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Changes to the position description may be made at the discretion of the employer.

It is the policy of Skagit County to not discriminate against any person with regard to race, color, religion, sex, age, national origin, marital status or physical or mental disability.

Last Updated: 12/10/2013