

# ARIZONA SUPERIOR COURT IN PIMA COUNTY

## Pima County Juvenile Court

### Job Description

**Job Title:** Bailiff  
**Job Code:** 8091  
**Pay Grade:** 34  
**FLSA Status:** Exempt



### **PURPOSE OF CLASSIFICATION:**

Incumbents in this classification perform duties preparing for court proceedings and perform duties in the courtroom at the direction of the Judge.

### **ESSENTIAL FUNCTIONS:**

- Prepares the courtroom for the day's cases.
- Assures all parties involved in the proceedings are present.
- Maintains order in the courtroom at all times during the sessions of the court.
- Maintains integrity of the court process and insures that no outside person makes any communication while in deliberation.
- Escorts jurors and witnesses to and from the courtroom.
- Tends to all the needs of the jury, answers all non-legal questions, and provides all possible assistance.
- Contacts by telephone all those required in the court session, such as attorneys and witnesses.
- Calls jurors by telephone to appear for jury duty at the next day's session.
- May perform general clerical activities.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must have knowledge of court procedures, office procedures and practices.
- Must have knowledge of how to prepare, file, and maintain reports and records.
- Must have some knowledge of legal terminology.
- Must have the ability to answer questions regarding court proceedings, confront members of the public who become agitated, and respond firmly and tactfully in stressful situations.
- Must have the ability to effectively communicate with judicial staff and the public.

### **MINIMUM QUALIFICATIONS:**

A high school diploma or equivalent G.E.D certificate and one year of work experience, preferably involving court activities and/or procedures. OR any equivalent amount of experience, training, and/or education approved by Human Resources.

### **LICENSES AND CERTIFICATES:**

Must have a valid Arizona Driver's License at time of appointment.

**PHYSICAL DEMANDS/WORKING CONDITIONS:**

Typically performs duties in an office environment and may lift materials and/or equipment 20 lbs or less.

**DISTINGUISHING CHARACTERISTICS:**

This is an unclassified position and reports directly to a Judge, Court Commissioner, Hearing Officer or Judge Pro Tempore. The incumbent performs duties under direct supervision and has no supervisory responsibilities.

Date:

Revised: 11/23/04, 07/01/05, 10/26/07, 4/20/09; 09/08/13

Approved by: \_\_\_\_\_  
Hiring Authority

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Director, Human Resources

\_\_\_\_\_  
Date