

**Lincoln County
Position Description**

Position Title: Circuit Court Bailiff

Department: Clerk of Circuit Courts

Pay Grade:

FLSA:

Date: August 2016

Reports To: Clerk of Circuit Courts/Jury Clerk

Purpose of Position

The purpose of this position is monitor behavior and movement of jurors prior to and during circuit court proceedings.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive.

- Monitor juror actions and movement prior to and during circuit court proceedings.
- Provide instruction and direction to jurors.
- Act as liaison between Clerk of Court, Circuit Court Judge(s), Attorneys and Jurors.
- Clerical Duties as assigned.

Minimum Training and Experience Required to Perform Essential Job Functions

- No training or work experience required. Candidates with law enforcement, legal personnel, corrections or civil service experience are preferred.

Physical and Mental Abilities Required to Perform Essential Job Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements

- The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to stand, walk and sit for extended periods of time. The employee may occasionally lift, carry, and/or move up to twenty-five (25) pounds.
- Must have a valid Wisconsin Driver's license, proof of insurance that satisfies Lincoln County requirements and a good driving record.
- Ability to ambulate throughout courthouse.

Computer and Office Equipment

- Minimal knowledge and expertise is needed. Candidate should be able to operate a variety of office equipment including digital telephone, fax machine, calculator and copy machine.

Mathematical Skills

- Ability to add and subtract, multiply and divide, and calculate percentages, fractions and decimals.

Language Ability, Interpersonal Communication Skills, and Other Knowledge and Skills

- Ability to communicate/provide guidance involving instructing, maintaining order and coordinating activities.
- Ability to communicate orally and in writing with justice partners and the general public.
- Ability to follow direction/instructions; deal with a variety of people, including other bailiffs, courthouse personnel and the public.

Reasoning Ability

- Ability to define and deal with problems and issues that may arise between jurors.
- Ability to apply common sense understanding to carry out instructions in written or oral form.

Environmental Adaptability

- Ability to work effectively in courtroom setting.
- May be required to work outside traditional business hours.
- Must have ability to interact positively with courthouse staff, County, State personnel and the general public.

Lincoln County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date