

**BAILIFF**

DEFINITION

To perform a variety of responsible Court security work for the Courts; and to serve civil papers as needed.

DISTINGUISHING CHARACTERISTICS

This classification is responsible for providing Court security to the Glenn County Courts. It differs from the class of Deputy Sheriff in that Deputies perform a full range of general law enforcement and crime prevention work.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level sworn supervisory staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Protect the judge, jurors, court personnel and public in the courtroom; inspect all persons coming into the courtroom; confiscate weapons prior to and after a court case.

Remove persons from the court as ordered by the judge; take into custody those persons as ordered by the judge.

Provide security and transportation to jurors including traveling to locations in the county to inspect and review evidence.

Serve subpoenas on defendants; deliver documents to defendants for signature and return documents to the judge.

Accompany judges to inspection sites.

Serve documents involves in civil action including summons, complaints, claims of plaintiffs and orders; serve declarations and orders of examinations.

Serve Notice of Entries of Judgments, civil subpoenas; serve and execute warrants for civil arrest; take persons into custody.

Serve Notice to Vacate Rental Premise; handle evictions from rental property.

Provide testimony in court.

Perform related duties as assigned.

## QUALIFICATIONS

### Knowledge of:

Procedures, methods and techniques in law enforcement and Courts.

Principles and practices in legal and administrative procedure.

Pertinent Federal, State, and local laws, codes and regulations.

Principles and procedures of record keeping and reporting.

### Ability to:

Serve in a law enforcement capacity in a responsible and effective manner, often under difficult and stressful situations.

Gain cooperation through discussion and persuasion.

Use and care for firearms.

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Understand and follow oral and written instructions.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

## Experience and Training Guidelines

Any combination equivalent to experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

### Experience:

Some law enforcement experience is desirable.

### Training:

Equivalent to completion of the twelfth grade.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Possession of, or ability to obtain, a Penal Code Section 832 Certificate.

Classification Code:	5131705
Bargaining Unit:	30
FLSA Status:	Y
Workers' Compensation Code:	7720
Pay Table:	CNTY
Range:	Refer to current "Class Range Sort List"