

NEW MEXICO JUDICIAL BRANCH

BAILIFF (At-will and Classified)

This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed.

SUMMARY

Under general supervision of a Judge, Court Administrator, or Bailiff Supervisor ensure proper behavior in the courtroom for all proceedings, provide customer service, assist Judge, jurors and other parties as needed. May perform clerical duties as assigned. This is an unarmed position.

QUALIFICATIONS

Education: High school diploma or GED.

Education Substitution: None.

Experience: One year experience in security, law enforcement, a legal setting or related experience.

Experience Substitution: None.

Other: Completion of a post offer background check may be required.

Knowledge: Knowledge of general court procedures; customer service practices; safety and security issues; proper English usage; general office practices; electronic equipment, (i.e., telephone, printer, copier, fax, television, video recorder, projector, and audio equipment); general organizational structure of the judiciary; and courtroom protocol.

Skill & Ability: **Skill in:** being attentive to details; communicating in a courteous, clear and professional manner with all parties; maintaining confidentiality; working independently; being organized; active listening; dealing with people diplomatically; providing clear and concise instructions; providing good customer service; telephone etiquette; maintaining professional demeanor and composure; concentrating and paying attention; working in an environment subject to high stress; communicating rules; understanding written and oral instructions; knowing when to seek assistance; and appraising situations. **Ability to** concentrate fully and remain alert during proceedings; adhere to strict guidelines on communication with jurors, defendants and attorneys; maintain decorum in the courtroom and enforce rules and procedures during proceedings; remain neutral in court proceedings; speak loudly and clearly when announcing Judge's entrance and departure; use a computer, including word processing, case management and report systems; multitask; remain calm and handle emergencies, such as courtroom evacuation, juror emotional or physical distress and equipment malfunction; plan ahead; perform basic office procedures; recall and recognize names; operate electronics, such as television, video recorder, projector, and audio equipment; follow through on processes and paperwork; follow instructions of the Court and give instructions to the public; meet deadlines under pressure; effectively present information to Judges and various legal agencies; and deal effectively with the media.

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EXAMPLES OF WORK PERFORMED

Check for suspicious activity, inappropriate behavior, illegal contraband and prevent in-courtroom, communication and contraband transfer between inmates and public; call Security or evacuate the courtroom if necessary; set up and take care of the courtroom during proceedings; coordinate transport of inmates to court house and/or court room; assist jurors with special needs, set up microphones, easel board and exhibits, arrange a podium and tables; replenish supplies for Judge and staff; ensure the courtroom is clean and temperature is comfortable; work with attorneys who may need special equipment for a hearing; maintain, request and secure exhibits entered as evidence during proceedings or until handed off at the end of trial to appropriate personnel; obtain files and Judge's notes of upcoming cases for Judge's review; assemble files in the order cases are to be heard for the day; print/post docket cases to be heard for Judge, Judge's staff and security; ensure Judge has immediate access to updated files, motions and documents; escort (potential) jurors to and from the courtroom; assist in assembly of potential jurors, and instruct jurors on process; after juror selection, provide customer service and maintain contact with jurors during trial; announce Judge's entrance and departure into the courtroom and ensure proper decorum is maintained in the courtroom during proceedings; take and relay messages, fax orders, get supplies, file pleadings, assist in inventory, move furniture, mail documents, copy tapes, and run court errands; ensure all parties are present for each hearing; assist in document flow from Judge to attorneys and/or pro se parties and get signatures on court documents; act as a liaison with local law enforcement agencies when coordination and planning is required for high profile trials and sentencing; submit work order for building maintenance; maintain juror time records, take roll call and ensure jurors are seated properly. **May** monitor Judge's "report backs" to ensure that court orders are being followed; swear in witnesses and proper parties; train other bailiffs; coordinate juror meals during deliberations; enter dispositions into the case management system prepare orders for Judge's signature; schedule maintenance of state vehicle, and drive Judge and staff to other court locations; break down files to go onto microfilm and copy appeal cases; file books in library, update statute books; assist in purchase of courthouse security equipment; perform Court Monitor duties; answer phones, and other associated duties as assigned.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The following functions are representative of the work environment and physical demands an employee may expect to encounter in performing tasks assigned to this job.

Work is performed in a court setting. The work is performed in an often fast paced and stressful work environment. The employee is expected to be punctual and to adhere to assigned work schedule. The employee must regularly interact positively with co-workers, clients, the public, judges and justices; work under severe time constraints and meet multiple demands from multiple sources. The employee will be frequently required to stand/sit for long periods of time and walk often; to travel (valid New Mexico Driver's license required). The employee must have good vision and hearing. The employee may be exposed to hostile or violent situations that arise when dealing with individuals involved in court cases; exposed to disturbing or hazardous court exhibits and contagious health conditions. The employee may be required to lift, kneel/stoop, move, push, pull or carry up to 50 pounds; frequently work under severe time constraints and meet multiple demands from several people; work overtime and/or flexible work hours; dress appropriately for a courtroom; attend training.

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