

Belknap County Position Description

Position Title: Bailiff

Department: Sheriff's Department

Rank: None

Date: 3/24/2022

Reports To: Bailiff Supervisor / Chief Deputy

GENERAL SUMMARY:

Routine to complex work in connection with providing general facility security, jury security, court security, and prisoner control at the Superior Court and Circuit Courts. Works under general supervision following departmental rules, regulations, and policies requiring the ability to plan and perform operations, and to complete assigned tasks according to prescribed time schedules but referring unusual problems to supervisors.

Performs work involving people and facility security processes.

Accuracy and integrity of work product is mandatory.

ESSENTIAL JOB FUNCTIONS:

Participates in the day-to-day operation of court security assignments at the Belknap County Superior Court and 4th Circuit Court – Laconia.

Responsible for the general orderliness of all persons in the courthouse building(s) in order to maintain a degree of a business-like attitude and behavior.

Responsible for the personal safety of all court personnel with the emphasis placed on the presiding justice, as well as the general orderliness of those in attendance in the courtroom and common areas.

Responsible for the security as well as the movement of the jury in Superior Court proceedings. Also responsible for instructing the jury as to what is expected of a juror while on jury duty.

Control of a prisoner while in the Superior Court building and Circuit Court, the prisoner's travel throughout the building, and while on a view with a jury.

Monitors electronic and visual screening of all persons entering the Superior Court (occasional Circuit Court also) for purposes of locating and removing any weapons, or items that may be used as weapons, from persons entering the building.

Prevents contact with the jury by unauthorized individuals, and prevents individuals from intruding into restricted areas such as judges' chambers, conference rooms reserved for counsel-client privacy, etc.

Prevents interference with custody of prisoners during criminal sessions, transfer prisoners within the courthouse, and manages the walk-through screening device located on the first floor of the courthouse.

OTHER DUTIES AND RESPONSIBILITIES:

Conducts detentions and arrests in accordance with the Laws of the State of New Hampshire, while on the Court campus and in situations involving fresh pursuit (escapes, crimes in progress, at the direction of a law enforcement officer attempting to affect an arrest/detention).

Any other duties as assigned by the supervisory staff of the Sheriff's Office.

KNOWLEDGE / SKILLS / ABILITIES:

No previous certifications required.

Knowledge of the statutes related to law enforcement, the Court systems and of legal terminology.

Ability to deal with people tactfully and impartially. Ability to maintain control in emergency type situations.

Ability to complete and pass a comprehensive background, consistent with the hiring practices of the Sheriff's Office.

Ability to pass and the Physical Fitness Standards as determined by the Office Policy.

Must be able to possess and handle firearms, knives, and other dangerous weapons.

MINIMUM QUALIFICATIONS REQUIRED:

High school graduate with some experience in law enforcement and/or court security, or similar activities.

No previous motor vehicle and criminal history.

Must be able to obtain and maintain the Administrative Office of the Courts Basic Court Security level certification and/or NH Police Officer Certification.

WORK CONDITIONS:

Works under conditions which involve application of established procedures that may affect the quality of accuracy of results.

Work involves frequent contact with the general public, court personnel, and law enforcement agencies.

Work is performed under hazardous conditions in a less than desirable environment with some exposure to risk of injury.

Work requires intermittent standing and may include occasional physical demands to control unruly persons, prevent disruption of court sessions and arrest individuals.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

Employee Signature

Date

Sheriff Signature

Date

Human Resource Signature

Date

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.