

City of Oregon City

Position Description

Position: Bailiff	Oregon City contract employee
Department: Municipal Court	Part time- Non-represented
Evaluated by: Court Manager	

Summary

Provides public safety for the municipal court and maintains the order of the court. Stands guard over court proceedings, investigates any suspicious activity associated with the court. Arrests and transports individuals as ordered by the presiding municipal judge. Ensures proper enforcement of laws and regulations within the scope of the court. This position reports to the Municipal Court Manager. The bailiff also takes instruction from the judge to ensure safe and effective operation of the court.

Essential Duties and Responsibilities

- Executes court orders and exercises judicial mandates.
- Monitors court activity.
- Responds to difficult and emergency situations.
- Uses independent judgment to define appropriate course of action to solve issues that arise in court which are disruptive or may be dangerous.
- Uses reasonable force as necessary, including deadly force.
- Prepares necessary reports and forms for court.
- Arrest, searches and transports individuals on Judges Order, and pursuant to valid arrest warrants.
- Seizes property.
- Searches court attendees with portable metal detector.
- Marks exhibits as evidence.
- Serves court subpoenas and court paperwork.
- Announces court room protocol. Informs individuals of the rules of the court and responds to those who are not in compliance with the rules.
- Announces the judge.
- Properly utilizes and maintains equipment including but not limited to: vehicle, radio and use of force gear.

- Sets up jury room, escorts jurors and monitors jury room. Serves as a liaison between judge and jurors.
- Swears in witnesses and other necessary parties.
- Other duties as assigned. This is meant to be a descriptive list but not restrictive.

Qualifications

▪ Knowledge and Skills (at time of appointment)

- Knowledge of law enforcement principles, procedures, techniques and equipment.
- Knowledge of computers and office equipment.
- Ability to maintain composure under adverse and stressful situations.
- Ability to exercise sound judgment in evaluating situations quickly and objectively and to recognize potential dangerous situations, and determine proper course of action.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with co-workers, citizens and community members of diverse backgrounds.
- Ability to maintain confidentiality.
- Understanding of the principles of the use of force.
- Ability to lift up to 50 pounds and set up court room.

▪ Special Requirement

Must be 21 years or older at time of employment. Possession of and maintain a valid Oregon driver's license. Must pass an extensive background investigation with no criminal record. Must carry firearm and requires successful completion of a firearm program. Current or previous DPSST certification is required. Retired in good standing documentation required.

▪ Experience and Training

Graduation from high school, or the equivalent GED certificate. Requires a minimum of two years of progressively responsible experience working with the public in security field, military or law enforcement.

Continued training including: annual Defensive Tactics, Hazardous Material (HASMAT), Blood Borne Pathogens, Harassment, Bi-Annual firearms qualification and other training as directed. May be required to become LEADS certified. Current or previous DPSST certification is required.