

HIDALGO COUNTY DISTRICT COURT

Job Title: ~~Court Bailiff - Interpreter~~ ^{pc} FLSA Status: NON - Exempt
Dept. Code: ~~43-51~~ 045 ^{pc} Civil Service Status: pc Exempt

SUMMARY:

The Bailiff is in charge of courtroom security and procedures, overseeing the maintenance of juries and witnesses, assisting judge, coordinator and District Clerk's office with courtroom clerical duties and acts as Spanish translator for the court.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- o Provides for the protection of the Judge during working hours. Ensures judge's safety against violent defendants and disgruntled spectators.
- o Escorts persons found in contempt of court from the courtroom and holds them in custody until picked up by a deputy sheriff;
- o May transport prisoners to and from courtroom;
- o May perform security watch of prisoner(s) within the courtroom;
- o Maintains order in the courtroom;
- o Supplies copies of jury lists and other resources to Judge and counsel;
- o Instructs spectators, prospective jurors and jurors regarding their conduct in the courtroom;
- o Escorts jurors to and from jury box and insures that all parties and counsel involved in a case are present before the proceedings begin;
- o Meets with other bailiffs periodically regarding courthouse safety and security
- o May conduct appropriate follow-up activities with defendants, including taking fingerprints, making copies of invoices, agreements and judgments and escorting defendants to jail;
- o Assures that the courtroom is open and prepared for court sessions;
- o Calls cases to be tried and calls witnesses to the stand;
- o Acts as an escort to juries in deliberation and stands watch outside jury room during deliberation;
- o Provides jurors with certificate of service.
- o Pulls court files for morning docket call and files away files after morning docket;
- o Assists judge with docket entries in court files;
- o Assists court coordinator by noting future hearings set during morning docket call;
- o Supplies copies of jury lists and other resources to the judge;
- o Assists District Clerk's office by signing up defendants for plea bargains, stamp filing court documents and certifies court orders;
- o Completes and reviews various court-related forms, assuring that the documents are complete, i.e., dates filled in, all necessary signatures obtained in appropriate places, etc.
- o May conduct appropriate follow-up activities with defendants, including taking fingerprints, making copies of invoices, agreements and judgments and escorting defendants to jail
- o The bailiff acts as the court's official translator;
- o The bailiff interprets for Spanish speaking defendants, witnesses, and will translate documents in Spanish.
- o Any other related duties as may be assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability

required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

EDUCATION AND EXPERIENCE:

- o High school diploma or general education degree (GED);
- o At least 21 years of age with at least two (2) years experience in a courtroom, a court's clerk's office, or a law enforcement agency; or
- o Any equivalent combination of experience and training which provides the required knowledge, skills and abilities
- o Must have good computer skills
- o Bilingual

CERTIFICATES, LICENSES, REGISTRATIONS:

- o Must have proof of a current valid Texas Motor Vehicle Operator's License
- o Must be able to be insured by County Insurance carrier.
- o May be required to be TCLEOSE certified.
- o May be required to be bondable.

OTHER SKILLS AND ABILITIES:

- o Ability to work well under pressure and maintain a courteous and professional attitude towards the public;
- o Ability to speak effectively before groups;
- o Thorough knowledge of courtroom procedure and activities;
- o Ability to establish and maintain effective working relationships with persons of widely divergent backgrounds and to maintain order in difficult situations;
- o Knowledge of automated court systems;
- o Ability to maintain effective working relationships with members of the judiciary, other county employees and the public;
- o Ability to translate and interpret smoothly and effectively to parties who are unable to speak the English language during Court proceedings;

Language Skills

- o Ability to read and interpret documents such as safety rules, operating and maintaining in instructions, and procedure manuals;
- o Ability to write routine reports and correspondence;
- o Ability to speak effectively before groups.

Mathematical Skills

- o Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals;
- o Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

Reasoning Abilities

- o Ability to resolve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists;
- o Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- o sitting for extended periods of time
- o operating assigned equipment

Maintain mental capacity which permits:

- o making sound decisions and using good judgment
- o handling financial affairs effectively and honestly
- o maintaining confidentiality
- o demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- o working closely with others
- o working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- o making observations
- o reading and writing
- o operating assigned equipment
- o communicating with others

ACCIDENT PREVENTION PROGRAM:

Required to follow all department's safety regulations.