

TOOELE COUNTY
Job Description

TITLE:	Deputy Bailiff P/I	JOB CODE:	502
DIVISION:	Corrections	EFF. DATE:	January 2017
DEPARTMENT:	Sheriff	GRADE:	18
EEO CLASS:	Protective Service	FLSA:	Non-Exempt
WORKERS COMP:	Police	CDL:	Not Required
RANDOM A & D:	Required		

GENERAL PURPOSE

To maintain the security of the Tooele County Courts Facility and maintain order and insure prisoner welfare as outlined in the Tooele County Detention Facility Policy and Procedures and to serve as Bailiff in the 3rd District, 3rd District Juvenile and Tooele Justice Courts.

SUPERVISION RECEIVED

Works under supervision of the Court Security Sergeant and/or an administrative supervisor.

SUPERVISION EXERCISED

Supervise care of inmates as outlined in the Tooele County Detention Facility Policy and Procedures.

EXAMPLE OF DUTIES

BAILIFF

Serves as bailiff in the courts; responsible for order and security in the courtroom and adjacent corridors. Other duties as assigned by the Judge and/or Sheriff.

Performs other related duties as required.

Assist in the care and handling of detention inmates as assigned;

Prepare of a variety of reports, logs, and records and maintain same. Provide security for visitors.

Escorts prisoners within the confines of the facility; prepare inmates for transportation; transport inmates to court, and other destinations as assigned by administrative personnel.

Council inmates in non-emergency problems.

Intervene in inmate conflicts.

Supervises cleaning of facility. Maintains order within the facility. Secure proper care for sick prisoners.

MINIMUM QUALIFICATIONS

1. Education and experience:

Possess a high school diploma or the GED equivalent, must have at a minimum the Special Functions Officer (SFO) certification through POST; must complete and pass the Field Training Officer program during the one (1) year probationary period starting from their hire date. Must complete forty (40) hours of POST approved training per year. Must possess and maintain a valid Utah Driver's License.

2. Required Knowledge, Skills and Abilities:

Ability to think and act quickly in emergency situations; use of judgment of people and situations. Learn to use and care for firearms. Deputy Bailiffs must be qualified and must maintain qualifications for firearms. Failure to maintain qualifications for firearms may result in reassignment. Ability to operate a motor vehicle. Must participate in the departmental physical fitness test. Failure to participate in the physical fitness test may result in termination. Communicate effectively, orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work. Follow written and verbal instructions. Knowledge of policies and procedures of the Detention Center. Knowledge of first aid. Knowledge of Utah State Laws. Must maintain this certification throughout his/her employment.

3. Special Requirements:

This position involves working rotating shifts and be willing to work on-call hours; frequent lifting of 25-50 pounds with occasional lifting of up to 100 pounds or more. This is often combined with bending, twisting, working on irregular surfaces or at heights above the ground, running, apprehending violent offenders and operating a firearm. Exposure to sudden physical and emotional demands and the need to physically defend oneself and/or restrain unruly individuals and may require the use of weapons. Ability to think and act quickly in emergency situations; use of judgment for people and situations

Approved:

Dated this____ **day of** _____, **2017.**

Human Resource Director

Department Head

Commissioner