

CITY OF MILWAUKIE

CLASSIFICATION: COURT BAILIFF

Department: Police Department Administration Grade Number: 86(18) FLSA: Non-exempt
Location: City Hall - Municipal Court Union: part time – not in union EEO Category 4: Public Safety

DESCRIPTION:

Provides public safety for the municipal court and maintains the order of the court. Stands guard over court proceedings, investigates any suspect activity, makes arrests if necessary, and ensures proper enforcement of laws and regulations. This position reports through the chain of command to the Police Chief. The bailiff takes work direction from the judge to ensure the safe and effective operation of the court.

DUTIES AND RESPONSIBILITIES:

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Monitors court activities.
2. Responds to and handles difficult and emergency situations.
3. Uses independent judgment to define appropriate course of action to solve issues that arise in court which are disruptive or dangerous.
4. Physically detains those who the judge orders to jail or who are committing criminal acts; activity may require physically subduing suspect. Activity may require using deadly force to protect self or others.
5. Enforces state and local laws and ordinances.
6. Prepares all forms and reports necessary to file felony and misdemeanor charges. Provides written documentation by preparing computer generated typed reports. Prepares criminal cases for prosecution. Testifies in legal proceedings.
7. Refers non-criminal situations to appropriate source and provides assistance as appropriate.
8. Maintains equipment, supplies and facilities.
9. Maintains positive public relations with citizens and is responsive to citizens needs.
10. Develops safe work habits and contributes to the safety of self, co-workers and the general public.
11. Performs other duties as required.

JOB SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)

1. Job Preparation:

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A. Education:

- i) High School Diploma or GED required;
- ii) Desirable to supplement education with a four (4) or two (2) year college degree or vocational school training in police science, law enforcement, criminal justice administration, public administration, or related field; or
- iii) Any equivalent combination of education and experience.

B. Training:

- i) Must possess or be able to obtain within probationary period the following certifications:
 - L.E.D.S. certification for access
 - Intoxylizer
 - First aid
 - CPR

1. Prior Experience:

a) Work Experience:

- i) Two (2) years prior work experience in a related field; or
- ii) Any equivalent combination of education and experience.

a) Necessary Knowledge, Skills and Abilities:

- i) Some knowledge of modern law enforcement principles, procedures, techniques, and equipment.
- ii) Some skill in operating the tools and equipment listed below and skill in observation and remembering details such as names faces, and incidents.
- iii) Ability to learn and apply the applicable laws, ordinances, department rules and regulations, and principles regarding apprehension, rules of evidence, and various other aspects of law enforcement.
- iv) Ability to learn to skillfully and safely use firearms and other police-related tools and equipment.
- v) Ability to maintain composure under adverse conditions such as public harassment, and critical injuries.
- vi) Ability to communicate effectively orally and in writing.
- vii) Ability to present evidence in court effectively; skill in observation and remembering details such as names, faces and incidents.
- viii) Ability to exercise sound judgment in evaluating situations quickly and objectively and to recognize actual and potential dangerous situations and to determine proper course of action.
- ix) Ability to balance the authority of the position with service to the community.
- x) Ability to read and comprehend complex laws, ordinances, plans and orders.
- xi) Ability to use computer systems and programs.
- xii) Ability to establish and maintain effective working relationships.
- xiii) Ability to work as a team member.
- xiv) Ability to perform the essential functions of the job.

3. Special Requirements:

- a) Must be 21 years or older at time of employment.
- b) Must possess, or be able to obtain by time of hire, a valid area State Driver's License.

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- c) Ability to meet Department's physical standards including vision requirements and psychological standards.
- d) Ability to meet basic typing standards and ability to use computer including law enforcement specific programs.
- e) Ability to pass extensive background investigation.

4. Tools and Equipment Used:

- a) Police car, police radio, radar gun, handgun and other weapons as required, ASP baton, chemical spray, handcuffs, intoxilyzer pager, taser, first aid equipment, computers and associated software, digital cameras.
- b) Computer and printer, fax machine and copy machines; Computer software including MS based word-processing and LEDS.

1. Supervision:

- a) This is not a supervisory classification.

2. Communications:

- a) This classification has frequent communications with others, mainly face-to-face situations.
- b) The communications with the general public are often confidential. Other contacts are generally routine with some degree of complexity and occasionally of a confidential nature. Occasional contacts with other government entities and professionals.

3. Cognitive Functions:

- a) The work is performed with a moderate level of independence using established and well-known procedures with some latitude. Problems needing resolution are of a moderate difficulty with precedent often available. Actions could result in liability to the individual and the City.

4. Work Environment:

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

- a) Work is mostly indoors in a court room setting.
- a) May occasionally lift and/or move more than **100** pounds

The job classification 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.

Drafted: 10-05-06