# City of Americus, GA

**Title: Bailiff**
**Class Code: 1000**

## General Description:

The purpose of this class within the organization is to maintain order in courts of law.

## Duties and Responsibilities:

**The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.**

- Maintains order and security in the courtroom.
- Guards jury members from outside contact during trial and deliberations to protect the integrity of the trial.
- Provides assistance and security to jury members throughout trial and deliberations.
- Provides escort to jury members to prevent outside contact when away from the courtroom.
- Checks in jury members, collects or secure juror's cellphones and electronic devices, and validates parking deck passes.
- Serves as contact person between Judge and jury during trial deliberations.
- Enforces courtroom protocol and rules of behavior.
- Instructs visitors about cellphone use and inmate contact when in the courtroom.
- Makes and provides copies of court decisions for Police Department, Probation Department, and defendants.
- Checks courtroom for cleanliness and maintenance issues.
- Sets up and refreshes water service for Judge and attorneys as needed.
- Announces Judge when entering courtroom.
- Performs related work as assigned.

## Minimum Education and Experience Requirements:

Requires High School graduation or GED equivalent; No prior experience is required; Required qualifications may be any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

## Physical Demands:

Performs light work that involves walking or standing most of the time and involves exerting up to 20 pounds of force on a regular and recurring basis.

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## JOB DESCRIPTION

### Unavoidable Hazards (Work Environment):

None.

### Special Certifications and Licenses:

Requires passing the state of Georgia Civil Service Exam.

### Americans with Disabilities Act Compliance:

The city of Americus is an Equal Opportunity Employer. ADA requires the city of Americus to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

By signing below, I confirm that I have read the above job description and understand the requirements, duties and responsibilities of the position.

Employee: _____ Date: _____

Manager: _____ Date: _____