

City of Dallas
Classification Specification

Title:	Chief Bailiff	Class Code:	46515
Application:	Career Series	Pay Grade:	I
Supplemental/Code:	Supervisory	FLSA Status:	Exempt
Safety Sensitive:	AC	Established:	10/01/94
CDL:	No	Revised:	10/01/15

Position Purpose:

Supervises the activities of the Municipal Court Bailiffs for nine courtroom locations and the general judicial chambers area to ensure the security of all court participants.

Essential Functions:

1. Organizes and directs court bailiff/warrant service operations of the municipal courts to ensure implementation of official courtroom operation, standards, and decorum.
2. Supervises including hiring, performance evaluation, overtime scheduling, disciplinary actions, training, and other personnel actions to ensure productivity and quality standards are maintained.
3. Trains new bailiffs on official courtroom operations, municipal court policies, general orders pertaining to the bailiff section, and decorum to ensure effective implementation.
4. Monitors performance of bailiffs to ensure they adhere to job standards as outlined in the general orders approved by the administrative judge.
5. Interviews and makes decisions on disposition of person to whom warrants have been issued to ensure appropriate arrests are made.
6. Serves as department fleet and safety coordinator and training representative.
7. Screens and interviews prospective applicants for hire and schedules physical, polygraph, and physiological testing, and thorough background investigations on qualifying applicant making employment recommendations to the Judiciary's Bailiff Section.
8. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work:

Thorough knowledge of court bailiff or warrant service practices and principles.

Thorough knowledge of courtroom techniques and rule of evidence procedures.

Thorough knowledge of federal and state laws and city and county ordinances.

Thorough knowledge of Police Standard Operating Procedures and general and special orders applicable to all aspects of law enforcement practices.

Thorough knowledge of supervisory practices and principles.

Knowledge of practices and principles of adult instruction.

Ability to understand and implement complex oral and written instructions.

Ability to interact effectively with the public under adverse conditions.

Ability to supervise and instruct others.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Ability to communicate effectively both orally and in writing with a wide variety of people.

Ability to handle firearms.

Must have Advance Certificate as Texas Peace Officer issued by Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE); according to Article 2.12(3), Texas Code of Criminal Procedure and under the TCLEOSE standards established.

Working Conditions and Hazards:

Work performed under normal office conditions

Exposed to habitual violators and belligerent, hostile, and uncooperative persons and potentially dangerous situations.

Possible subjection to obscene/vulgar language.

Possible physical injury.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.