

**City of Dallas**  
**Classification Specification**

<b>Title:</b>	<b>Bailiff</b>	<b>Class Code:</b>	<b>46516</b>
<b>Application:</b>	<b>Career Series</b>	<b>Pay Grade:</b>	<b>F</b>
<b>Supplemental/Code:</b>	<b>Protective Service/7</b>	<b>Established:</b>	<b>10/01/94</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>	<b>Revised:</b>	<b>01/01/09</b>

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**Position Purpose**

Provides law enforcement and protective services within court system to ensure City employees and the public are protected and foster general public compliance with State laws and City ordinances.

**Essential Functions**

1. Maintains order in a municipal courtroom and protects judges, prosecuting attorneys, and others from physical violence to ensure courtroom safety and compliance with courtroom procedures.
2. Provides appropriate courtroom or grand jury testimony as subpoenaed and applies proper courtroom techniques, rules of evidence, and procedures to ensure order in the courtroom and safety of citizens and court staff.
3. Researches warrants/subjects by accessing city, state, or federal records to enable dispositions of disputed cases or warrants to ensure all pertinent information is available to proceed accordingly.
4. Makes determination whether or not to incarcerate individuals with class "C" criminal arrest warrants (depending on situation) to ensure protection for the public and/or property in courtroom setting.
5. Transports and books into jail all subjects apprehended in the course of assigned duties to ensure safety to citizens and property.
6. Executes warrant of arrest and/or serves civil process issued out of the Municipal Court, Officer of the City Attorney, City Prosecutor, City Secretary, City Health Official, Civil Service Commission, or any municipal entity possessing subpoena power to obtain evidence for court proceedings.
7. Regular, reliable and punctual attendance is an essential function of the job.

**Class Code: 46516**

**Knowledge, Skills, and Abilities Required to Perform Work**

Knowledge of courtroom techniques and rule of evidence procedures.

Knowledge of federal and state laws and city and county ordinances.

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

Ability to deal effectively with the public under adverse conditions.

State of Texas Class "C" or higher driver's license.

Must have basic law enforcement officer certification from the Texas Commission on Law Enforcement Officers Standards and Education (TCLEOSE), [requires completion of a 20 week State certified Peace Officer Training Course; must pass State exam.]

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 effectively communicate both orally and in writing.

**Working Conditions and Hazards**

Exposed to all weather conditions, habitual violators, belligerent, hostile, and uncooperative defendants.

Subject to obscene verbal/physical injury.

Exposed to all kinds of contagious diseases from contact with the public and/or defendants.

Not alerted in advance of the physical or psychological condition of prisoners being transported back to the City of Dallas.

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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.