

## **Richland County, Wisconsin Position Description**

<b>Job Title:</b>	Circuit Court Jury Bailiff
<b>Department:</b>	Circuit Court
<b>Reports To:</b>	Clerk of Circuit Court/Circuit Court Judge
<b>Pay Schedule:</b>	Grade B Casual
<b>FLSA Status:</b>	Hourly

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### **Purpose of Position:**

The Circuit Court Jury Bailiff is a non-deputized (civilian) position appointed by the Circuit Court Judge to assist with court proceedings, including jury trials, in the Circuit Court.

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### **Minimum Training and Experience Required to Perform Essential Job Functions**

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment. A high school diploma or equivalent and experience that provides equivalent knowledge, skills and abilities is required. Job-related experience or other education providing knowledge of the court procedures and processes preferred.

### **Essential Duties and Responsibilities**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Maintain the confidentiality of all court proceedings, files, reports, exhibits, conversations and witness testimony as directed by the Judge, Clerk of Court, Register in Probate, and/or Wisconsin Law.
  - Communicate appropriately with jurors, colleagues, court participants and the public to ensure confidentiality and comply with SCR 62 Standards of Courtesy and Decorum for the Courts of Wisconsin to implement the vision, mission and values of the court system.
  - Assist with juror sign-in and seating arrangements during jury selection.
  - Carry out directives from the Judge and Clerk of Court regarding duties to be performed during the course of the workday.
  - Assist Clerk of Court staff in arranging meals and refreshments for the jurors.
  - Provide materials for the jury.
  - Direct individuals and provide assistance when needed.
  - Maintain a neutral attitude towards all parties.
  - Maintain order and prevent unnecessary noise or disturbance in and about the courtroom.
  - Attend to witnesses, sequestered by order of the court, and summon them to the courtroom when required and directed by the Judge.
  - Provide for special needs of the jurors.
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## **OTHER SKILLS AND ABILITIES**

### **Computer and Office Equipment**

- Ability to operate a digital telephone, fax machine, calculator and copy machine.

### **Language Ability, Interpersonal Communication Skills, and Other Knowledge and Skills**

- General knowledge of court procedures and the types of cases held in court.

- General knowledge of courthouse security procedures.
- Ability to maintain confidentiality.
- Ability to communicate effectively both orally and in writing with the general public, attorneys, and diverse populations.

#### Reasoning Ability

- Ability to understand and effectively carry out written and oral communications.
- Ability to plan, organize and schedule priorities effectively.
- Ability to interpret Wisconsin State Statutes as applicable to the functions of the courts.
- Ability to interpret and apply established court policies, standards and procedures without direct supervision.
- Ability to exercise good judgment, decisiveness and creativity in situations involving duties which may be subject to frequent change.
- Ability to respond appropriately and effectively in crisis situations.

#### Environmental Adaptability

- Ability to interact positively with the general public, court officials, attorneys, and all parties who utilize the courts.
  - Ability to maintain a courteous, cooperative and respectful relationship with other offices, supervisors and public officials.
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## CONDITIONS OF EMPLOYMENT

### Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	Never (0%)	Occas. ≤44% of time	Freq. 45-66% of time	Contin. 67-100% of time
<b>LIFT/CARRY</b>				
1 – 10 lbs.		x		
11 – 20 lbs.		x		
21 – 50 lbs.	×			
51 – 75 lbs.	x			
76 – 100 lbs.	x			

<b>PUSH/PULL</b>				
1 – 10 lbs.		x		
11 – 20 lbs.		×		
21 – 50 lbs.	x			
51 – 75 lbs.	x			
76 – 100 lbs.	x			

<b>MOVEMENT</b>				
Bend/Stoop/Twist		x		
Crouch/Squat		x		
Kneel/Crawl	x			
Reach above shoulders		x		
Reach below shoulders		x		
Repetitive Arm Use	x			
Repetitive Wrist Use	x			
Repetitive Hand Use	x			
Grasping	x			
Squeezing	x			
Climb Stairs/Ladder		×		
Uneven Walking Surface	x			
Even Walking Surface				x

	Never (0%)	Occas. ≤44% of time	Freq. 45-66% of time	Contin. 67-100% of time
<b>EQUIPMENT USE &amp; OPERATION</b>				
Motor Vehicles	X			
Operate Foot Pedals	X			

<b>WORK WITH/NEAR</b>				
Machinery	X			
Electricity	X			
Power Tools	X			
Impact Tools	X			
Chemicals	X			
Fumes	X			
Height	X			

<b>ENVIRONMENT</b>				
Indoors				x
Outdoors	×			
Extreme Heat	X			
Extreme Cold	X			
Dusty	X			
Excessive Noise	X			
Other (explain)	X			

<b>ENDURANCE</b>		
Task	Hours at one time	Total Hours in 8 Hr Day
Sit	½ to 1 hour	6
Stand	½ to 1 hour	2
Walk	½ to 1 hour	

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

By signing below, I certify that I have read the above information and am able to perform the essential job functions as it pertains to this position.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date