



## HARRISON COUNTY SHERIFF'S DEPARTMENT

### JOB OPPORTUNITY ANNOUNCEMENT

**POSITION:** Bailiff

**DIVISION:** Transport

**CLOSING DATE:** May 23, 2017

**INSTRUCTIONS FOR APPLICANTS:** You must submit an application to the Harrison County Sheriff's Human Resources Department in the Harrison County Adult Detention facility no later than 4:00 pm on the date listed above.

THE HARRISON COUNTY SHERIFF'S DEPARTMENT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND OFFERS EMPLOYMENT OPPORTUNITIES TO ALL PERSONS WITHOUT REGARD TO RACE, COLOR, RELIGION, AGE, SEX, NATIONAL ORIGIN OR MARITAL STATUS. WE ARE COMMITTED TO A DRUG FREE WORK PLACE.

THE HARRISON COUNTY SHERIFF'S DEPARTMENT DOES NOT DISCRIMINATE AGAINST QUALIFIED INDIVIDUALS WITH A DISABILITY IN REGARD TO THE APPLICATION PROCESS, IN HIRING, ADVANCEMENT, OR OTHER TERMS, CONDITIONS, AND PRIVILEGES OF EMPLOYMENT.

**HARRISON COUNTY SHERIFF'S DEPARTMENT  
Job Description**

<b>Position Title:</b> Court Bailiff	<b>Base Salary:</b> \$31,987.00 Annually
<b>Supervised By:</b> Corrections Warden	

**CHARACTERISTICS OF THE POSITION:**

A Court Bailiff provides courtroom security for the Judge to which he/she is assigned. The Bailiff will also perform other duties requested by their assigned Judge and/or the Sheriff.

**SPECIFIC DUTIES:**

- Provides security for Harrison County Courts by maintaining order and peace in a courtroom setting during all trial and court proceedings.
- Act as court Liaison with all attorneys, court and Law Enforcement personnel.
- Protect and secure juries during deliberations.
- Travels with assigned Judge to multiple jurisdictions for court proceedings.
- Performs other duties of a similar nature or level.

**ESSENTIAL FUNCTIONS:**

Knowledge of the methods and techniques commonly employed in law enforcement Bailiff Duties.

Have knowledge of the principles and practices of the criminal and civil justice system, including the rules of procedure.

Have knowledge of the goals and objectives of law enforcement work at the County level.

Have the ability to maintain order, including the control of disruptive individuals, in a variety of situations.

Have knowledge of simple clerical procedures and practices.

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Have knowledge of practical application of first aid.

Have the ability to react quickly and calmly in an emergency.

Have the ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace.

This list of functions, duties, responsibilities and skills is not intended to be all-inclusive and the employer reserves the right to assign additional functions and responsibilities as deemed necessary.

An applicant for the position of Court Bailiff within the Harrison County Sheriff's Department that cannot perform these essential tasks will not be accepted. A current employee in the position of Court Bailiff who is no longer able to comply with the requirements of The Harrison County Sheriff's Department will be referred to administration for appropriate action to be taken.

#### **CHAIN OF COMMAND:**

This position reports and is accountable to the Assigned Judge along with the Warden, Chief Deputy or Sheriff. Annual and supplemental job performance evaluations will be completed in writing and discussed with the Deputy performing these duties. During the review, the Deputy will sign the evaluation acknowledging receipt only, and receive a copy of the evaluation. The Deputy may disagree with the evaluation, and provide written comments as well.

#### **POSITION REQUIREMENTS:**

1. Be a Certified Law Enforcement Officer (Full or Part Time)
2. Be a United States citizen;
3. Have a high school diploma or equivalent (GED);
4. Be at least twenty-one [21] years of age;
5. Possess a valid Mississippi Driver License;
6. Be subject to a thorough background investigation and personal interviews by Office personnel;
7. Demonstrate reading and comprehension skills in the English language to at least the 10<sup>th</sup> grade level through interviews and written demonstration of proficiency;
8. Demonstrate honesty and integrity by successfully completing pre-employment drug testing;
9. Be fingerprinted and subjected to a search of local, state, and national records and fingerprint files.

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