



Brazos County Job Description

Last Updated: April 2024

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Class Number:	B2554	Title:	Roving Bailiff, Court Support - Criminal
Pay Group:	B2554	Department:	Court Support - Criminal
FLSA Status:	Non-Exempt	Reports To:	District Judge
Approved Date:	04/30/2024	EEOC Category:	Protective Service Workers

General Summary:

Serves as judge's personal security officer; and assists the judge in administering courtroom procedure and in maintaining order in the courtroom.

Essential Duties:

Other duties may be assigned. Provides protection to the judge, jury, inmates, and people in the courtroom. Prepares the courtroom for various legal proceedings including setting up the courtroom for jury trial seating of jurors. During jury trial juror selection, assists Jury Services personnel in seating jury panel, issues parking passes and work excuses to the panel, keeps an accurate log of panel and members being excused, and prepares the final list of chosen jurors. Assists judge in preparing for legal proceedings, including pulling case files, calling agencies to arrange for court appearances, and scheduling proceedings. Returns files from courtroom to the district and/or county clerk's offices. Maintains order in the courtroom, including warning, removing, and/or restraining individuals whose behavior is disruptive to the proceedings. Escorts and supervises jail inmates to and from the Courthouse holding cells. Supervises jury in the course of a jury trial, including providing security for and escorting to jurors. Performs searches of persons as needed. Prepares affidavits of non-appearance for bond forfeitures. Secures courtroom and offices of the court at the end of the day. May maintain daily log of court accomplishments. May perform the duties of Administrative Secretary. May perform the courtroom duties of the Court Coordinator to include setting up the courtroom for ZOOM/SKYPE testimony and setting up ZOOM/SKYPE participants for testimony. May disinfect courtroom surfaces prior to hearings, between hearings, and at the end of the day. May dispose of criminal cases and CJIS reporting as needed. Maintains in good working order all inmate restraining devices such as handcuffs, ankle shackles, and inmate transport chains. Maintains a fresh inventory of soft drinks, bottled water, coffee, and coffee supplies for the jury; other duties as assigned by the judge.

Other Duties as assigned.

Supervision

Received:	From District Judge
Given:	This is a non-supervisory position.

Education

Required:	High school graduation or its equivalent, plus at least two years of experience; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.
Preferred:	

Experience

Required:	To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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.
Preferred:	

Certificates, Licenses, Registrations

Required:	Basic certification as a jailer by the Texas Commission on Law Enforcement (TCOLE), licensed Texas Peace Officer is preferred, but not required. Hold and maintain the Court Security Specialist Certification with the Texas Commission on Law Enforcement (TCOLE).
Preferred:	

<i>Physical Demands</i>	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to handle <u>and/or</u> feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and ability to adjust focus.
<i>Knowledge, Skills, & Abilities</i>	
Typical:	Court rules, procedures, and regulations; and trial proceedings and orders. Understand and follow instructions, rules, regulations, and laws; physically restrain other individuals; have a working knowledge of and practical use of deescalating techniques for handling difficult situations and people. safely handle a firearm and other security devices; establish and maintain effective working relationships with judges, other law enforcement officers, attorneys, jurors, other office staff, and the general public; and communicate effectively, both orally and in writing; Understand and work with computer programs such as Word, Excel, and Odyssey; Understand, operate, and trouble-shoot the courtroom video and sound system, to include ZOOM/SKYPE during hearings;
<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is constantly required to work closely with others as a part of a team. The employee is frequently exposed to danger, verbal abuse, and physical abuse; required to perform tedious, exacting work, and required to work under time pressures to meet deadlines. The employee is occasionally required to perform multiple tasks simultaneously, and to switch from one task to another. The employee occasionally experiences varying periods of idle time interspersed with emergencies requiring intense concentration.