



CITY OF BARTLESVILLE

MUNICIPAL COURT BAILIFF—PART TIME

JOB SUMMARY

Enforces order, provides security and safety in Municipal Court. Along with enforcing rules of the courts, Bailiff will open court and close court. Duties may also include providing administrative support to judge, deliver court documents. Pick up docket sheet at Sheriff's office before court starts. Opens court. Escort defendants to and from the courtroom. Maintains courtroom security. Goes to the Sheriff's courtroom and coordinates with the Judge via telecommunications the payment plans for the defendants. Closes court. Performs other related duties as assigned. Based on the duties and responsibilities outlined in this job description, this position is considered safety sensitive.

DESIRABLE QUALIFICATIONS

Education and Experience: High school diploma or GED; or, any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job. **Licenses and Certifications:** Valid State Driver's License. Applicable CLEET Certification to carry firearm. **Knowledge of:** Applicable state, federal and local ordinances, laws, rules and regulations. Recordkeeping, report preparation, filing methods and records management techniques. Correct English usage, including spelling, grammar, punctuation, and vocabulary. Departmental policies and standard operating procedures. All computer applications and hardware related to performance of the essential functions of the job. **Skill in:** Communicating clearly and effectively, both verbally and in writing. Using tact, discretion, initiative and independent judgment within established guidelines. Preparing clear and concise reports, correspondence and other written materials. Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols. The use and operation of all assigned equipment to include; police vehicle, emergency equipment, fire arms, restraint devices, technical and/or specialized equipment and basic first aid equipment. **Mental and Physical Abilities:** Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth. Ability to write simple correspondence. Ability to understand and carry out verbal and written instructions. Ability to deal courteously and firmly with the general public in emergency and non-emergency situations. Ability to establish and maintain effective working relationships with a variety of people. Ability to deal with problems involving several concrete variables in standardized situations. While performing the essential functions of this job the employee is regularly required to sit, use hands, handle, or feel, reach with hands and arms, and speak and hear. While performing the essential functions of this job the employee is occasionally required to stand, walk, and lift and/or move up to 20 pounds. **Working Conditions:** The incumbent's working conditions are typically moderately quiet. Must not pose a direct threat or significant risk of substantial harm to the safety or health of himself/herself to others. Must be committed to a high standard of safety and be willing and able to comply with all safety laws and all of the City's safety policies and rules and must be willing to report safety violations and potential safety violations to appropriate supervisory or management personnel. Must maintain regular and acceptable attendance at such level as is determined in the City's sole discretion. Must be regularly available and willing to work such hours as the City determines are necessary or desirable to meet its business needs.

HOW TO APPLY: Submit Application at the City of Bartlesville Job's website. Link listed below:
<https://www.cityofbartlesville.org/city-government/human-resources/employment-application/>

Applications will be accepted August 27, 2020 through September 10, 2020 or until filled.

Salary range starting at \$16.56 to \$24.64 per hour.

AN EQUAL OPPORTUNITY EMPLOYER

City of Bartlesville

401 S. Johnstone / Bartlesville, Oklahoma 74003 / (918) 338-4221