

# NEW MEXICO JUDICIAL BRANCH

## BAILIFF SUPERVISOR

(Classified)

*This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed.*

### **SUMMARY**

Under general supervision of a Court Executive Officer or their designee; supervise two or more classified or, with the approval of the judge or judges who hire an at-will bailiff, at-will Bailiffs and/or Security Bailiffs; plan, monitor and provide security for the courthouse; as needed or as assigned perform Bailiff and/or Security Bailiff duties to ensure proper court safety and bailiff coverage; ensure proper behavior in the courtroom for all proceedings, provide customer service, assist bailiffs, Judges, jurors and other parties; if applicable operate security and metal detecting equipment at entrance to courthouse or courtroom. May perform clerical duties. This is an unarmed position.

### **QUALIFICATIONS**

**Education:** High school diploma or GED.

**Education Substitution:** None.

**Experience:** Three (3) years general experience in a security, law enforcement or legal setting; of which one (1) year must have been specific experience in law enforcement and/or security work; and one (1) year supervisory experience.

**Experience Substitution:** Relevant post-secondary education may substitute for general experience at a rate of 30 semester hours equals one (1) year of experience. Education or other relevant experience may not substitute for the specific experience required or the supervisory experience.

**Other:** Completion of a post offer background check is required. Selected candidates will receive additional security training specific to the court. Training may include operation of security and metal detecting equipment, standard first aid training, which includes Adult CPR, Automated External Defibrillator (AED).

**Knowledge:** Knowledge of supervisory techniques, coaching and performance evaluations; hiring, training, discipline and termination; mediating and managing conflict; employment law (i.e., Americans with Disabilities Act, Family Medical Leave Act, Equal Employment Opportunity Act, Fair Labor Standards Act, Worker's Compensation); general court procedures; safety and security issues; security management and practices; evacuation procedures and fire alarm system; metal detector, security equipment, and mobile x-ray inspection system; crisis intervention and de-escalation techniques; first aid techniques; fire and police reporting procedures; drug testing protocols; customer service practices; proper English usage; general office practices; electronic equipment, (i.e., telephone, printer, copier, fax, television, video recorder, projector, and audio equipment); general organizational structure of the judiciary; courtroom protocol and the New Mexico Judicial Branch Personnel Rules, policies and procedures.

**Skill & Ability:** **Skill in** training, supervising, evaluating and motivating staff; giving direction to and mentoring subordinates; communicating effectively with diverse parties in a courteous, clear and professional manner; organizing and setting priorities; using initiative and judgment; being attentive to details; detecting safety hazards; acting decisively, quickly and taking charge in directing others in an emergency or dangerous situation; advanced planning for emergency situations; applying rules and regulations of security; detecting unusual situations; maintaining confidentiality; working independently; being organized; active listening; dealing with people diplomatically; providing good customer service; telephone etiquette; maintaining professional demeanor and composure; concentrating and paying attention; working in an environment subject to high stress; communicating rules; understanding and providing clear and concise written and oral instructions; knowing when to seek assistance; and appraising situations. **Ability to** apply relevant policies and procedures to assigned work; provide written instructions; provide effective coaching and constructive criticism; manage schedules to ensure courtroom and/or security desk coverage; operate security equipment; apply first aid; call appropriate personnel, such as police/sheriff fire and/or ambulance; concentrate fully and remain alert during proceedings; adhere to strict guidelines on communication with jurors, defendants and attorneys; maintain decorum in the courtroom and enforce rules and procedures during proceedings; remain neutral in court proceedings; speak loudly and clearly when announcing Judge's entrance and departure; use a computer, including word processing, case management and report systems; multitask; remain calm and handle emergencies, such as courtroom evacuation, juror emotional or physical distress and equipment malfunction; plan ahead; perform basic office procedures; recall and recognize names; operate electronics, such as television, video recorder, projector, audio and court monitoring and security equipment; follow through on processes and paperwork; follow instructions of the Court and give instructions to the public without giving legal advice; meet deadlines under pressure; effectively present information to Judges and various legal agencies without giving legal advice; as instructed facilitate media events and operate a digital camera for photographing defendants.

### **EXAMPLES OF WORK PERFORMED**

**Supervision** – Oversee Bailiff and Security Bailiff duties; schedule, train, supervise, mentor, evaluate and motivate a staff of two or more Bailiffs or Security Bailiffs in courtroom etiquette, duties, procedures, and behavior, safety equipment and procedures; customer service, judicial assistance and general clerical assignments; track daily attendance and approve leave requests and time sheets; prepare and administer employee performance evaluations; participate on interview panels for vacant positions and make recruitment suggestions; analyze procedures and revise as needed. **May** coordinate the scheduling of Certified Court Monitor(s), if assigned.

**Bailiff Duties** – Ensure Bailiff and Security Bailiff job duties as outlined below are followed by subordinate staff. Perform Bailiff and Security Bailiff job duties as necessary, and/or as assigned.

Check, identify and deter suspicious activity, inappropriate behavior, illegal contraband and prevent in-courtroom, communication and contraband transfer between inmates and public; provide personal security for elected officials, judicial employees and visitors to building; call for additional security and/or evacuate the courtroom if necessary; operate and maintain security and metal detecting equipment at entrance to courthouse or courtroom; develop and communicate to staff and judges an emergency response/security action plan (i.e., lockdown, calling 911, emergency protocol, and warning signals); act as a liaison with local law enforcement agencies for coordinating the transport of inmates to/from the courthouse and when coordination and planning is required for high profile trials and sentencing; inspect people and packages entering and leaving the building; assist jurors with special needs, set up and take care of the courtroom during proceedings, including setting up microphones, easel board and exhibits, arranging a podium and tables, replenish supplies for Judge and staff; ensure the

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courtroom is clean and temperature is comfortable; work with attorneys who may need special equipment for a hearing; maintain, request and secure exhibits entered as evidence during proceedings or until handed off at the end of trial to appropriate personnel; obtain files and Judge's notes of upcoming cases for Judge's review; assemble files in the order cases are to be heard for the day; print/post docket of cases to be heard for Judge and Judge's staff; ensure Judge has immediate access to updated files, motions and documents; use the case management system to retrieve case or warrant information; escort jurors to and from the courtroom; assist in assembly of jurors, and instruct jurors on process; after juror selection, provide customer service and maintain contact with jurors during trial; announce Judge's entrance and departure in/out of the courtroom and ensure proper decorum is maintained in the courtroom during proceedings; maintain juror time records; take roll call and ensure jurors are properly seated; take and relay messages, fax orders, get supplies, file pleadings, assist in inventory, move furniture, mail documents, copy tapes, run court errands; ensure all parties are present for each hearing; assist in document flow from Judge to attorneys and/or pro se parties and get signatures on court documents; assist in purchase of courthouse security equipment, such as x-ray machine, walk-through metal detector; coordinate evacuation drills or plans; maintain juror time records, take roll call and ensure jurors are seated properly. **May** monitor Judge's "report backs" to ensure that court orders are being followed; swear in witnesses and proper parties; train other Bailiffs or Security Bailiffs; following protocol assist in drug testing procedures; enter dispositions into the case management system or prepare orders for Judge's signature; schedule maintenance of state vehicle(s), and drive Judge and staff to other court locations; break down files to go onto microfilm and copy appeal cases file books in library; update statute books; perform Certified Court Monitor or Trial Court Administrative Assistant duties; place maintenance requests; and answer phones, and other associated duties as assigned.

### **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

The following functions are representative of the work environment and physical demands an employee may expect to encounter in performing tasks assigned to this job.

Work is performed in an office or court setting. The work is performed in an often fast paced and stressful work environment. The employee will be frequently required to perform repetitious hand, arm and finger motions as well as use manual/finger dexterity, stand/sit for long periods of time and walk often; to travel (valid New Mexico Driver's license required). The employee must have good vision and hearing. The employee may be exposed to hostile or violent situations that arise when dealing with individuals involved in court cases; exposed to disturbing or hazardous court exhibits and contagious health conditions. The employee may be required to lift, kneel/stoop, move, push, pull or carry up to 50 pounds; frequently work under severe time constraints and meet multiple demands from several people; work overtime and/or flexible work hours; dress appropriately for a courtroom and attend training.