

Bailiff (Exempt Part-time for Freeville only) Tompkins County

Department: Village of Freeville
Classification: Exempt
Approved: 0
Revised: 6/88; 3/93; 5/13
By: HH, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

Graduation from High School or possession of a high school equivalency diploma.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This is public contact work of a routine nature involving responsibility for maintaining order and carrying out orders of the court. The work is performed under the general direction of the presiding judge.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Maintains order in court;
Readies the court room for proceeding;
Attends to the needs of jurors;
Complies with the directives of the presiding judge.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to maintain order in the court room;
Ability to carry out oral instructions;
Ability to acquire familiarity with court proceedings;
Reliability, initiative, integrity and tact required;
The employee's physical condition shall be commensurate with the demands of the position.

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