

# Uintah County

## Job Description



<b>Title:</b>	Court Services Officer	<b>Code:</b>	911
<b>Division:</b>	Administration	<b>Effective Date:</b>	3/07
<b>Department:</b>	Sheriff/Justice Court	<b>Last Revised:</b>	2/12
<b>FLSA Cat:</b>	Non-Exempt	<b>Pay Grade:</b>	24

### GENERAL PURPOSE

Performs **certified law enforcement duties** as an “in-court” officer serving as bailiff to ensure the safety of judicial personnel, members of the bar and citizens and enforces county court security plan. Acts as an agent of the court in serving warrants, making arrests and enforcing conditions of probation.

### SUPERVISION RECEIVED

Works under the close to general supervision of the elected Judge. Receives functional supervision from the County Sheriff.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

Attends court sessions; opens court by announcing entrance of judge; seats witnesses and jurors in specified areas of courtroom; instructs parties regarding court room procedure and process; prevents unauthorized contact between persons in custody and family, friends or spectators within the court or while in transit between jail and courtroom.

Observes courtroom congregation to ensure that proper conduct and order is maintained; observes movement and activities of persons entering courtroom as well as during proceedings; controls access to the bench and other restricted areas and maintains orderly conduct; maintains security, care and control of the jury panel during jury trials.

Conducts searches of courtroom interior and restricted areas prior to arrival of court participants; conducts follow up searches following recesses and adjournments; ensures against presence of weapons, explosives or contraband; provides control and security in courtrooms; observes courtroom congregation for violations of regulations such as unacceptable or inappropriate use of microphones, cameras, movie cameras, or any other device that would prove disruptive or threaten the security of court proceedings.

Transports prisoners/defendants to and from court, including transportation from other county jails or secure facilities; searches prisoners.

Carries out instructions of judge; ensures public contact and conversation with jury is limited in order to avoid exposure to prejudice parties; ascertains and informs judge that counsel and parties are present and ready to proceed.

Summons witnesses who have been requested; escorts jury to lunch, deliberation, or to scene of crime when ordered to view premises of the same; delivers all formal correspondence from the jury and generally directs the affairs of jury to assure jurors perform assignments and abide by rules and regulations.

Acts as official custodian of courtroom by overseeing heating, ventilation, lighting, furniture and availability of visual aids; selects suitable accommodations for use of sequestered juries.

Assists witnesses, litigants, and public by answering questions about court procedures and functions, i.e., probation, pre-trial services, family court services, special courts, etc., but does not give legal advice or discuss merits of case on trial.

Performs various tasks associated with the service of civil processes; serves as an agent of the court in satisfying warrants of arrest, writs of execution, writs, subpoenas, orders, restitution or attachment; locates persons named in civil documents and makes formal delivery of the same; provides courtroom testimony as required.

Enforces orders and conditions of probation; supervises offenders according to court policies and procedures; makes home, work or school visits and searches to ensure compliance with court orders; schedules or enacts probationer's electronic home confinements; maintains inventory of electronic equipment; monitors offender progress, makes evaluations and may refer individuals for specific programming, education or employment opportunities; maintains probationer database.

Performs certified law enforcement duties, conducts investigations, gathers evidence, and documentation, prepares essential reports affidavits and other documents for courts or other agencies; effects arrests, test offenders for substance abuse, etc.; conducts offender interviews, consults with victims, makes collateral contacts with agencies and community resources; counsels offenders in activities related to legal conditions of probation.

Testifies in court and makes recommendations concerning rehabilitation plan, release or incarceration of the offender.

Performs related duties as required.

### MINIMUM QUALIFICATIONS

1. Educations and Experience:
  - A. Graduation from a high school; plus certification as a police officer;  
AND
  - B. Four (4) years of progressively responsible work experience, preferably in law enforcement or a related field;  
OR
  - C. An equivalent combination of education and experience.
2. Required Knowledge, Skills, and Abilities:

**Working knowledge** and understanding of court procedures and processes; interpersonal communication skills; common sense safety and security practices; legal restraint methods, civil procedures and criminal code is preferred; self-defense methods; CPR-First Aide.

**Skill** in the use of firearms.

**Ability to** remember details; follow verbal and written instructions; maintain confidentiality relating to court functions; work well with people and communicate effectively, verbally and in writing; deal effectively with people in potentially dangerous situations; develop effective working relationships with legal professionals, supervisors, co-workers, and the public.
3. Special Qualifications:

Must be POST certified as a category I Peace Officer.
4. Work Environment:

Functions of the position generally performed in a controlled environment. Some functions of the work pose a degree of hazard uncertainty. Physical readiness and conditioning may be a condition of job retention. Various levels of mental application required, i.e. memory for details, emotional stability, discriminating thinking, creative problem solving. Continuous use of motor skills.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)