

BAILIFF

TOMPKINS COUNTY

Department Village of Freeville
Classification Exempt Freeville ONLY, C PJC Exempt elsewhere
Labor Grade _____
Approved _____
Revised State CSC 6/22/88; 3/93
By AF, Commissioner of Personnel

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.

FULL PERFORMANCE 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.

MINIMUM QUALIFICATIONS:

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

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6/22/88