

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: LAW CLERK / BAILIFF
CLASS CODE: 114019

FLSA STATUS: NON-EXEMPT
SUPERVISORY STATUS: NONE

EFFECTIVE DATE: 8/31/2010
DEPARTMENT: SHERIFF - JUDICIAL SERVICES

JOB SUMMARY

Under general supervision of a Utah County Sergeant-Enforcement, serves as court room bailiff and law clerk for a Fourth District Court of Utah judge. Incumbents in this classification are selected by the judges, but employed by Utah County Government for a period typically limited to one year.

ESSENTIAL DUTIES

Performs courtroom bailiff duties including opening and closing court sessions, maintaining order in the courtroom, and protecting integrity of the jury during deliberations.

Takes into custody defendants ordered into custody by the judge and defendants that are unruly or disrespectful of the court.

Provides courtroom security by observing, arresting, and detaining persons who may pose a threat to judges, personnel, and the public.

Conducts professional legal research and analysis on complex legal issues for the judge; researches legal questions; reviews records, trial transcripts, jury instructions, and briefs to acquire understanding of cases.

Prepares and drafts opinions, editing opinions as directed by the judge; finalizes drafts.

Prepares bench memoranda summaries of assigned cases; compiles references on laws and decisions; reviews current case law.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable Knowledge of: criminal law, civil law, and court procedures.

Skill in: word processing and other basic software applications; reading, writing, and basic math.

Ability to: research and understand complex legal issues; prepare opinions, bench memoranda summaries and other documents; maintain cooperative working relationships with those contacted in the course of work activities; defuse or control hostile situations; make rapid and sound decisions and solve problems under pressure; communicate effectively verbally and in writing; maintain files, records, and reports; coordinate multiple tasks efficiently.

PHYSICAL DEMANDS

Regularly: sits at a desk or table; walks, stands, or stoops; works for sustained periods of time maintaining concentrated attention to detail; uses full range of vision acuity including distinguishing between shades of color.

Occasionally: lifts or otherwise moves objects weighing up to 25 pounds; restrains potentially dangerous individuals weighing 200 pounds or more; runs, climbs, and/or crouches; communicates via radios.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

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WORKING CONDITIONS

Work is typically performed in an environmentally controlled building. Work regularly exposes the incumbent to potentially hostile situations and to individuals that are angry, agitated or otherwise upset. Work occasionally exposes the incumbent to unknown and dangerous situations and may expose incumbent to contagious or infectious diseases or hazardous chemicals. Work may occasionally require the use of protective devices such as personal body armor, masks, goggles, and/or gloves.

EDUCATION AND EXPERIENCE

Graduation from an American Bar Association accredited law school with a juris doctorate degree.

Selected applicants are subject to a complete background check.

LICENSING AND CERTIFICATION

Incumbent must obtain Special Function Officer certification through POST (the Utah State Peace Officer Standards and Training Certification Agency). New hires typically attend paid training to obtain this certification for six weeks in May-June and begin working in the courts the first part of August.

Requirements for obtaining Special Function Officer certification include being 21 years of age, being a United States citizen, and the ability to meet the required fitness levels of the Cooper Single Norm Physical Assessment Test which include cardiovascular endurance, muscular endurance, and strength testing.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.