



**CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY
invites applications for the position of:**

Bailiff

SALARY:	\$12.50 Hourly
DEPARTMENT:	Bailiff's Office
OPENING DATE:	04/15/21
CLOSING DATE:	04/15/22 11:59 PM
NATURE AND VARIETY OF WORK:	

The incumbent, under the supervision of the Chief Bailiff and the Deputy Bailiff, is responsible for maintaining courtroom decorum and assisting with providing instruction and movement of Jurors throughout the courthouse. This is a 1000 hour position.

EXAMPLES OF WORK:

Duties include, but not limited to:

- Opens the courtroom.
- Informs the Judge that Court is ready to begin.
- Exercises a high degree of judgement, tact, diplomacy and competence in interacting with Judges, Magistrates, Attorneys, Public Officials, co-workers and the general public.
- Calls parties, collects case files, and keeps the courtrooms clean and stocked with supplies.
- Ensures jury deliberation rooms are stocked with supplies.
- Escorts Jurors between the Jury Lounge and multiple courtrooms.
- Takes roll-call and ensures jurors are seated properly.
- Announces Judge's entrance into and departure from the courtroom.
- Maintains order, decorum, and dignity of the Court by seating jurors and parties in the courtroom.
- Advises court personnel and attorneys when verdicts are reached.
- Assists Judges, Jurors, and other parties as needed during courtroom proceedings.
- Adheres to all established policies and procedures as outlined in the Bailiffs' Handbook and any guidelines set forth by the Circuit Court Judges.
- Completes a checklist of standard items that are required in each courtroom.
- Performs other tasks and duties within the position classification.

MINIMUM QUALIFICATIONS:

High School/GED Diploma. Must have at least one (1) year of strong customer service skills. Ability to read, comprehend and relay protocols and instructions. Ability to perform all essential functions of the position. Ability to maintain a high level of confidentiality.

PHYSICAL REQUIREMENTS:

The essential functions of the job typically require: sitting, standing, walking, talking, hearing,

seeing, lifting, carrying, pushing, pulling and reaching requirements or other reasonable methods required to successfully complete the essential functions of the job.

ADDITIONAL INFORMATION:

This announcement is an open continuous announcement. Accepting applications to establish a pool of applicants for possible future openings. All applicants are subject to a background check.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.princegeorgescourts.org/>

Position #19-00031
BAILIFF
AB

14735 Main Street
Room M2407
Upper Marlboro, MD 20772
301-952-3707

humanresources@co.pg.md.us

Bailiff Supplemental Questionnaire

- * 1. Which of the following best describes your level of completed education?
 - ☐ Master's Degree
 - ☐ Bachelor's Degree
 - ☐ Associates Degree
 - ☐ Some College
 - ☐ High School Diploma or G.E.D. Certificate
- * 2. If you selected "some college", please provide the exact number of credit hours earned. If you did not select "some college", please enter N/A.
- * 3. How would you rate your overall customer service skills?
 - ☐ Expert
 - ☐ Intermediate
 - ☐ Beginner
- * 4. How would you rate your overall communication skills?
 - ☐ Expert
 - ☐ Intermediate
 - ☐ Beginner
- * 5. How many years of customer service do you have?
 - ☐ 3 or more years of experience
 - ☐ 2 years, but less than 3 years
 - ☐ 1 year, but less than 2 years of experience
 - ☐ less than one (1) year of experience
 - ☐ No experience in customer service
- * Required Question