Bailiff – Part Time Deputy I

(Transportation & Court Services Division)

SALARY GRADE: 21

JOB SUMMARY: This position requires the individual to be available for up to twenty-five hours per week and forty weeks per year. This position is responsible for providing security, safety and order for the courts of Columbia County. This position is limited to one thousand hours per year.

CHAIN OF COMMAND: This position answers to the Chief Bailiff.

CRITICAL RESPONSIBILITIES/DUTIES:

- Provides for security for the courts in Columbia County
- Provides protection for officers of the court
- Opens court sessions
- Performs other duties as required

KNOWLEDGE OR SPECIAL SKILLS REQUIRED FOR THIS POSITION:

- Knowledge of state, federal and local laws/ordinances
- Knowledge of law enforcement and court security procedures
- Basic knowledge in the administration of first aid and CPR
- Possess report writing skills
- Knowledge of audio, video and radio equipment operations

MINIMUM QUALIFICATIONS:

- Holds current Georgia peace officer certification
- Associate's Degree or that equivalent in training and experience
- One year of law enforcement experience
- Must qualify on the standard CCSO Handgun and Rifle Qualification Course
- Must become certified in the use of oleoresin capsicum (OC) spray
- Must pass all drug screens

BASIC PHYSICAL CAPABILITIES REQUIRED:

- Walking, running moderate distances, bending, reaching, and climbing stairs and ladders
- Lifting, dragging, and pulling objects and people
- Pushing and pulling heavy objects
- Use of hands/feet for self-defense and maintaining a moderate duration of force
- Use of restraining and control holds and/or restraining devices

PHYSICAL REQUIREMENTS: Must meet appearance standards as set forth by the Sheriff.

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Print Name

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Employee Signature Employee # Date

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