



Fernley Municipal ~~Marshal~~ Court Bailiff  
Job Description

DEFINITION: SUMMARY OF JOB PURPOSE:

Under general direction of the ~~Municipal Court Judge and the Court Administrator~~ the Marshal is responsible for maintaining security, safety and decorum in an assigned court and associated public facilities while the court is in session ~~during public access hours.~~ And assisting with the administration of the civil and criminal process.

ESSENTIAL FUNCTIONS: *(Performance of these function is the reason the job exists. Employee may not be assigned all duties and assigned duties/tasks are not limited to the essential functions.)*

*This class specifications lists the major duties and requirements of the job and it 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.*

- ~~• Monitors scanning equipment, books, prisoners at the bailiff station, security gate or in court as directed by the court.~~
- Maintains procedures to protect the safety of the judge and the court's property; protects all court personnel, attorneys, and visitors in the courts; maintains security of the jury during all phases of the trial.
- Calls court to order and maintains appropriate decorum in court whenever court is in session.
- Ensures potential witnesses are separated from jurors' priors to and throughout the trial.
- Takes emergency action and/or notifies emergency personnel as the situation warrants; may administer basic first aid or CPR if required.
- Transports detainees and assists transportation officers in moving detainees to and from the courtroom, holding cells and vehicles.
- Acts as liaison between the judge, attorneys, courtroom staff and the public in order to ensure the orderly conduct of court business.
- Opens and locks secured areas and facilities; set up courtroom for operation.
- May execute warrants of arrest as assigned by the court.
- Process of all civil and criminal documents.
- Work with and maintain a cooperative environment with law enforcement police agencies and other city departments to ensure effective operations of the division and on best avenues to file/resolve court cases.
- Develop, implement, and revise new and existing policies and procedures and interpret and implement local, ~~state~~state, and federal laws and regulations.
- Prepare administrative reports (e.g. activity reports, performance standards, equipment and mileage records) for department use. Attend and participate in professional group meetings, seminars, and associations; stay abreast of new trends and innovations in the field of police science.
- ~~• Locates and serves subpoenas, summonses, warrants, order to show cause, and writs of restitution, possession and execution to individuals, partnerships and corporations.~~
- May perform general office support work, deliver or pick-up documents and other materials and assist the judge or Court Administrator in other ways as instructed.
- ~~• Administer live scan fingerprint for misdemeanor criminal compliance.~~
- May operate video recording equipment in the courtroom.

Formatted: Font: 10 pt, Not Bold, Italic

- Research warrants/subject by accessing city, state, or federal records to enable disposition of disputed cases or warrants and ensure all pertinent information is correct and available to proceed accordingly.
- Transport and book into jail subjects arrest on City of Fernley warrants to ensure safety to citizens and property.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestion and directing or participating as an active member of a team.
- Represents the City with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.
- ~~May backup the Court Services officer, with drug and alcohol testing.~~
- Act as the Court Services Officer for pretrial release supervision and compliance.
- ~~In times of staff shortage perform Pre-Trial Risk Assessments of new arrests.~~
- Administer live scan fingerprints for misdemeanor criminal complaints

#### QUALIFICATIONS:

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and /or ability required.*

Formatted: Font: 10 pt

#### EDUCATIONS AND EXPERIENCE:

High school diploma/GED; and two (2) years of experience in law enforcement or public safety; or an equivalent combination of education, training and experience

#### REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Policies and procedures of the warrant and extradition functions.
- Use of specific computer applications involving word processing, data entry and/or standard report generation.
- Use of specialized computer applications involving the design and management of databases or spreadsheet files and the development of special report formats.
- Business arithmetic.
- Applicable regulations, policies and statutes.
- Office administrative practices and procedures
- Business letter writing and standard format for typed materials.
- Record keeping principles and practices.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with the public, in person and over the telephone.
- Ability to obtain NCJIS Certification.
- Ability to operate and submit live scan finger print cards.

Skills in:

- Performing technical, specialized, complex, difficult or technical office support work.
- Reading explaining rules, policies and procedures.
- Analyzing and resolving varied office administrative problems.
- Train staff in work processes and procedures.
- Organizing, maintaining and research office files.
- Compiling and summarizing information and preparing periodic or special reports.
- Using initiative and independent judgement within established procedural guidelines.
- Organizing own work, setting priorities and meeting critical deadlines.

- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Establishing and maintaining effective work relationships with staff, coworkers, and the public.

**EDUCATIONS AND EXPERIENCE:**

High school diploma/GED; and two (2) years of experience in law enforcement or public safety; or an equivalent combination of education, training and experience.

**REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:**

- Nevada Class C Driver’s License.
- Nevada Category II Post Certification.
- NCJIS Certification within six (6) months of date of employment.
- CPR, AED & First Aid certification within six (6) months of date of employment.

**PHYSICAL DEMANDS & WORKING ENVIRONMENT.** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. In compliance with applicable disabilities laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.*  
*The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Formatted:** Font: 10 pt, Not Bold, Italic

**Formatted:** Font: 10 pt, Italic

Mobility to work in an office and court setting, use standard office equipment; strength and stamina to physically restrain suspects, standing, sitting for prolonged periods of time; occasionally lift and carry up to 50 pounds, strength to subdue persons, to drag, carry and lift persons and objects;; vision to read printed materials and computer screen; and hearing and speed to communicate in person or over the radio and telephone.

The job description does not constitute an employment agreement between the City and employee. It is subject to change at any time by the City at its sole discretion.

**Formatted:** Font: Italic

I have read and received a copy of this job description and understand the duties.

\_\_\_\_\_  
 Signed Print

\_\_\_\_\_  
 Date