



## City of Kansas City, Missouri Job Class Specification

<b>Job Title:</b>	MUNICIPAL COURT BAILIFF	<b>Department:</b>	MUNICIPAL COURT
<b>Job Code:</b>	1608	<b>Status:</b>	NONEXEMPT
		<b>Grade:</b>	L-3

### Summary

This is specialized work maintaining order in the Municipal Court and in assisting municipal judges and other court personnel in handling cases involving violations of municipal ordinances and in the performance of routine clerical work in the court.

Work involves responsibility for serving as bailiff at assigned court sessions and performing a variety of tasks in connection with municipal court operation. Work involves the guarding of prisoners and defendants during their appearance in court, the opening and closing of each court and assisting as requested with the preparation of records and dockets for use in court hearings and rendering general assistance to municipal judges and other court personnel. Duties are performed according to well-established laws, rules, and procedures and require the use of independent judgment, tact, and discretion to successfully accomplish assignments. Work assignments are made by an administrative superior who periodically reviews work for adherence to established policy and procedures of court operations and process serving.

### Duties and Responsibilities

- Serves as bailiff of municipal court; calls court to order, maintains order while court is in session and closes court sessions; supervises and has full custody of prisoners and defendants during their appearance in court.
- Makes arrests as an officer of the court under instructions of a municipal judge.
- Supervise and ensure the safety and wellbeing of prisoners taken into custody.
- Transfer prisoners from Police to court and to Municipal Corrections custody when required.
- Assists a municipal judge in preparing for court sessions and in the orderly processing of cases during court sessions.
- Serves summons, subpoenas, writs of attachment, executions, warrants, surrender papers and other court instruments as necessary.
- Summons defendants and prisoners as their cases are called; notes the court action on the various documents.
- Performs related duties as required.

**Technical Skills**

Ability to:

Acquire knowledge of the procedures, practices, and methods used in the service and execution of civil and criminal process.

Acquire a working knowledge of court room procedure in reference to the hearing of misdemeanor cases.

Maintain the general order and discipline of an assigned courtroom.

Deal firmly, tactfully, and impartially with people contacted in the course of the work.

Understand and carry out routine oral and written instructions.

Prepare routine reports, records, and court instruments.

Establish and maintain effective working relationships with other employees, municipal judges, and the general public.

Knowledge of applicable city ordinances

Preparation of incident reports on accidents or possible criminal behavior in the courthouse.

React quickly and calmly to emergency situations providing for the safety of persons who in the courthouse.

**Education and Experience**

High school graduation and three (3) years experience in work involving responsible contact with the public.

**Certificates/  
Licenses/Special  
Requirements**

- Must be eligible to become a special police officer with the Kansas City, Missouri Police Department.
- Must pass a physical examination as prescribed by the City.
- Must pass a background check as prescribed by the City.
- Will be required to pass a preemployment drug screen.

**Supervisory  
Responsibility**

None

**Supervision  
Received**

Work is performed under general supervision.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

**Created****Revised**

4/73, 10/03, 9/06, 3/08,8/2022