City of Kansas City, Missouri
Job Class Specification

Job Title:	BAILIFF SUPERVISOR			**Department:**	MUNICIPAL COURT
Job Code:	1609	**Status:**	EXEMPT	**Grade:**	EX-2

Summary

This is responsible supervisory and administrative work directing the operations of the Municipal Court Bailiff Division and coordinating courtroom security activities within the Municipal Court. Work involves supervising municipal court bailiffs and overseeing courtroom security operations, staffing assignments, training activities, operational procedures, and related administrative functions to ensure the safe and orderly operation of court proceedings.

An employee in this classification exercises considerable independent judgment in the administration of courtroom security operations, implementation of division procedures, coordination of staffing coverage, and enforcement of operational standards within a unionized environment. Work also involves preparing operational reports, maintaining records, coordinating training activities, assisting with courtroom security procedures, and ensuring compliance with established court policies and procedures.

Work is performed under the general supervision of the Deputy Court Administrator and is reviewed through conferences, reports, and evaluation of operational effectiveness and compliance with established policies and procedures.

Duties and Responsibilities

- Supervises and coordinates the daily operations of the Municipal Court Bailiff Division and courtroom security functions.
- Supervises municipal court bailiffs engaged in maintaining courtroom security and order during court proceedings.
- Develops, implements, and monitors operational procedures and best practices related to courtroom security and bailiff operations.
- Assists with planning and coordinating staffing assignments, scheduling, and coverage for court operations and related activities.
- Monitors employee performance and provides training, coaching, counseling, and discipline in accordance with City policies, union agreements, and departmental procedures.
- Participates in the hiring, onboarding, and training of Municipal Court Bailiffs in accordance with City personnel policies and procedures.
- Coordinates and facilitates training programs related to courtroom security operations, prisoner handling, emergency response procedures, and related functions.
- Maintains records, prepares reports, and develops statistical and operational analyses related to division activities and courtroom security operations.
- Assists in evaluating operational procedures and recommending process improvements and internal controls to improve efficiency and effectiveness of division operations.
- Coordinates prisoner transfer procedures and assists in maintaining the safety and security of prisoners and defendants during court proceedings.
- Responds to emergency situations within the courthouse and coordinates with law enforcement personnel and other public safety agencies to ensure the safety of employees, court personnel, and the public.
- Assists municipal judges and court personnel in maintaining orderly court proceedings and courtroom operations.

- Reviews and assists with the preparation and maintenance of court-related records, reports, forms, and related documentation utilized by bailiff staff.
- Coordinates with vendors regarding uniforms, equipment, and related supplies utilized by Municipal Court Bailiffs.
- Prepares incident reports and related documentation involving accidents, disturbances, or possible criminal activity occurring within the courthouse.
- Represents the Municipal Court in meetings and communicates effectively with court personnel, City departments, outside agencies, vendors, and the public.
- Performs related duties as required.

Technical Skills

Ability to:

- Acquire and maintain extensive knowledge of courtroom procedures, courtroom security operations, and the service and execution of civil and criminal processes.
- Supervise, train, evaluate, and discipline employees within a unionized work environment.
- Develop and implement operational procedures and maintain effective internal controls.
- Prepare operational reports, statistical analyses, incident reports, and related documentation.
- Coordinate staffing assignments and maintain schedules to ensure adequate operational coverage.
- React quickly and calmly in emergency situations and provide for the safety and security of courthouse personnel and the public.
- Maintain order and discipline within courtroom environments and related court operations.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with municipal judges, employees, law enforcement agencies, vendors, and the general public.
- Operate computers and utilize multiple software systems and applications simultaneously.
- Knowledge of applicable city ordinances, courtroom procedures, and Municipal Court operations.

Education and Experience

Accredited Bachelors degree in criminal justice, public administration, business administration, or a related field and two (2) years of experience in courtroom security, law enforcement, corrections, security operations, or closely related work, including one (1) year of supervisory experience.

OR

High school graduation and six (6) years of experience in courtroom security, law enforcement, corrections, security operations, or closely related work, including two (2) years of supervisory experience.

Certificates/ Licenses/Special Requirements

Must possess a valid state-issued driver's license in accordance with City policy.

Must be eligible to obtain and maintain a special police commission issued by the Kansas City, Missouri Police Department.

Must be able to obtain and maintain CIJS/REJIS certification.

Must pass a background check psychological evaluation, physical examination, and drug screen as prescribed by the City.

Supervisory Responsibility

Supervision is exercised over all Municipal Court Bailiffs

Supervision Received

Work is performed under general direction of the Deputy Court Administrator

Created

Revise

5/2026