

**ALLEGAN COUNTY
57TH DISTRICT COURT**

JOB DESCRIPTION

JOB TITLE: **Bailiff/Magistrate** (PART TIME – 20 hours per week)

REPORTS TO: District Court Judge and District Court Administrator

SUMMARY

Opens courtrooms, maintains security and proper decorum in the courtroom and surrounding areas, sequesters jurors, takes custody of prisoners, and provides general assistance by delivering files and directing people to proper locations. Serves as magistrate issuing misdemeanor warrants and performing marriages.

PRINCIPAL DUTIES AND RESPONSIBILITIES

(An * denotes duties or responsibilities judged to be “essential job functions” in terms of the Americans With Disabilities Act or ADA)

- Opens courtrooms and ensures lights, heat and courtroom equipment are operating properly.*
- Ensures case files are complete and available for court proceedings and that appropriate parties are present. Notifies the judge, opens court by announcing entrance of the judge and administers oaths.*
- Serves as security guard for the judge and others during court sessions and normal court business hours. Prevents noises or disturbances from disrupting court proceedings and removes disruptive or disorderly people from the courtroom and court premises.*
- Assembles jurors and sequesters jurors during jury trials as required by the court. Arranges for transportation of jurors to and from temporary accommodations and for meals, addresses personal needs of jurors, and submits juror payment vouchers to the County Treasurer for payment.*
- Meets with parties to small claims matters prior to hearings and attempts to informally mediate and settle disputes.*

Bailiff/Magistrate (continued)

- Takes custody of prisoners and transports to and from the jail and courtrooms. Arrests defendants on court premises and transports to the jail.*
- Operates a computer terminal to access case information.*
- Completes court appointed attorney petitions for defendants requesting attorney representation.*
- Accepts and examines misdemeanor complaints and examines witnesses, as necessary, in order to determine probable cause for issuing arrest warrants authorized by the prosecuting attorney.*
- Performs civil marriage ceremonies.*
- Assists in other areas of the court as required.*

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

QUALIFICATIONS

Education: High school graduation or equivalent and additional coursework required for certification by the Michigan Law Enforcement Officers Training Council.

Experience: One year of experience in law enforcement or closely related area.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.

CERTIFICATION OR LICENSURE

Valid Michigan driver's license.

Must be a registered voter in Allegan County.

Eligible to obtain a concealed weapon permit (CCW).

Certified by Michigan Commission on Law Enforcement Standards (MCOLES).