

DEPUTY SHERIFF/BAILIFF

General Definition of Work:

Performs responsible protective service work in the Sheriff's Department ensuring the security of the courtroom and the safety of citizens, inmates, attorneys, and court room personnel. Also serves in the communications, Civil, and Patrol Divisions when necessary. Work is performed under the supervision of a Sergeant.

Essential Functions/Typical Tasks:

Maintains safety and security of the courtroom; supervises inmates attending court; performs special assignments; assists citizens; prepares a variety of detailed reports or activities; maintains necessary records and files.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Opens and closes court sessions.
- Recognizes and resolves potential security problems.
- Develops and implements security plans.
- Ensures that jurors are seated in allocated spaces.
- Escorts jury to jury room and relays any questions jurors have to the judge.
- Maintains proper observation of inmates brought to courtroom.
- Handles any threats and disruptions to the operation of the courtroom.
- May be assigned to a variety of administrative tasks such as purchasing, time keeping and related duties.
- Performs related duties as required.

Knowledge, Skills and Abilities:

General knowledge of federal, state, and local laws and the policies and procedures used in enforcement of laws; of courtroom operations and procedures; of the content and purpose of legal papers processed; of the rules and regulations of the Sheriff's Department; and of the geography of the county and location of important buildings. Ability to enforce rules firmly and fairly; to detect potential behavior problems in the courtroom setting; to exercise judgment in emergency and routine situations; to carry out oral and written directions accurately; to deal tactfully and firmly with the public; prepare records and reports; and to establish and maintain effective working relationships with associates and the general public.

Education and Experience:

Requires graduation from high school or a GED.

Physical Requirements:

This is normally medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; some work may require the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, and atmospheric conditions. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

Special Requirements:

Must meet minimum standards of the North Carolina Sheriff's Education and Training Standards Commission under the authority of [North Carolina General Statute 17E](#). Must meet and maintain minimum qualifications for the position established by the department and the State of North Carolina. May be required to complete Employment Security Commission Aptitude Test and submit to a psychological examination. Polygraph examination and extensive background review required. Possession of an appropriate driver's license valid in the State of North Carolina. Position is a safety-sensitive position as defined by the Drug Free Workplace Policy.