Alaska Court System
Class Specification

BAILIFF

Range: 6   EEO4: 04   SOC: 33-3011   Class Code: C0280

Definition:

Under general supervision, Bailiffs escort jurors in and out of the courtroom, prevent unauthorized communication with jurors while they are in deliberation, and handle the personal needs of jurors while a jury is sequestered.

Distinguishing Characteristics:

A Bailiff is a temporary, part-time position with the Alaska Court System that is on-call to work as needed when a jury is empanelled. Bailiffs are paid hourly.

Supervision is received through direct and specific instruction from a judicial officer and trial court staff. Evaluation is based on comments from jurors and observation by the judicial officer and/or court staff.

Bailiffs typically do not have supervisory responsibilities over other employees. Experienced bailiffs may assist in training new employees. Bailiffs are, however, responsible for taking charge of jurors under their care.

Examples of Duties:

Escort jurors in and out of the courtroom before, after, and during trials.

Take charge of jury while in deliberation to ensure that no person communicates with the jurors.

Arrange meals, lodging, and/or transportation for jurors when necessary.

Accompany jurors to all meals and remain with them during the meal.

Remain with jurors in sleeping area when the jury is sequestered overnight.

Run errands of a personal nature for jurors.

Knowledge, Skills, Abilities:

A Bailiff requires knowledge of:
- Correct courtroom proceedings.

A Bailiff requires skill in:
- Dealing with people of diverse backgrounds.

A Bailiff requires the ability to:
- Deal tactfully with the public.
- Make quick decisions in the event of emergencies or unusual circumstances.
- Follow oral and written instructions.

Minimum Qualifications:

Graduation from high school or completion of a General Education Development (GED) certificate AND six months of responsible work experience which demonstrated the ability to deal tactfully with the public.

01/89 – Revised
11/06 – WPA
02/14 – Remove MQQs
04/14 – Revised