



Greene County Position Description



Position Title: Bailiff	Department: Associate/Circuit Court
Reports to: Lead Bailiff	Grade: 12
Date Reviewed: December 2025	FLSA: Non-Exempt

Purpose of Position

The purpose of this position is to provide security for the Court and all other persons.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Responsible for maintaining order and providing security in the courtroom.

Enforces courtroom rules of behavior and warns persons not to disturb court procedures.

Restraints or subdues individuals as necessary.

Escorts detainees to and from courtroom and jail as needed.

Provides Jail with legible and accurate Court Bailiff sheet.

Escorts witnesses to and from courtroom.

Responds to emergency/panic alarms.

Enforces applicable laws, arrests, and takes persons to jail.

Searches, removes, and inventories personal property of arrested persons.

Maintains knowledge of law enforcement practices, court security policies, and procedures.

Perform other duties as assigned.

Minimum Training and Experience Required to Perform Essential Job Functions

Must be a Certified Missouri peace officer at the 470-hour level; prior law enforcement experience preferred; or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Must maintain their peace officer commission by the Sheriff.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to decide the time, place, and sequence of operations within an organizational framework, and to oversee their execution. Ability to analyze and categorize data and information using established criteria, to determine consequences and identify, and select alternatives.

Ability to persuade, convince, and train others. Ability to advise and interpret regarding the application of policies, procedures, and standards to specific situations.

Ability to utilize a variety of advisory data and information such as job applications, schedules, performance evaluations, personnel handbook, billing invoices, mileage reimbursement requests, production reports, flow charts, appraisals, Department forms, legal opinions, tax statements, appraisal manuals, maps, blueprints, surveys, statutes, procedures, guidelines, and non-routine correspondence.

Ability to communicate orally and in writing with Judges, attorneys, law enforcement personnel, Juvenile Officer and Deputies, court support personnel, clients, Family Services personnel, mental health personnel, medical personnel, school personnel, victim/witness advocates, and client family members.

Mathematical Ability

Ability to add, subtract, multiply and divide; and calculate percentages, fractions, volumes and ratios. Ability to interpret basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, teaching, directing, and controlling.

Ability to exercise the judgment, decisiveness, and creativity required in situations involving the direction, control, and planning of an entire program or multiple programs.

Physical Requirements

Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as firearms use.

Ability to exert mildly heavy physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, reaching over head, lifting & carrying 100 pounds, pushing, and pulling. Ability to exert sufficient physical force to restrain or subdue individuals. Ability to stand for long periods of time.

While performing the duties of this position, the employee is regularly required to walk, stand, use hands and fingers to handle or feel; use sight, talk and hear. Eyesight must be 20/20, with correction if necessary

Must have the ability to focus for long periods of courtroom activity scanning the courtroom or jury, must be able to use hands and fingers for key board use and to use sight, talk, and hear.

Ability to operate equipment and machinery with some requiring complex and rapid adjustments, such as firearms, squad car, emergency communications equipment, calculator, computer terminal, tape recorder, camera, chemical spray devices, flashlight and restraint devices.

Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds, odors and textures associated with job-related objects, materials and tasks.

The ability to develop knowledge of, respect for, and skills to engage with those of other cultures and/or backgrounds is required.

Environmental Adaptability

Ability to work under moderately unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations, odors, toxic agents, wetness, violence, irate individuals, intimidation, traffic hazards, machinery, electrical currents, explosives, disease, and/or dust can cause discomfort and where there is a risk of injury.

Condition of Employment

Employee will be required to demonstrate continued knowledge of this position’s current regulations and requirements. Sustained satisfactory performance is required. Employee must meet the requirements of the full job description as stated throughout the duration of employment with Greene County.

Disclaimer

Greene County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee’s Signature

Date

Last Revised: 12/5/2025

Comments/Sections Updated: Reviewed and approved by Management

Last Revised: 12/27/2024

Comments/Sections Updated: Physical Requirements