



# CLASS TITLE | BAILIFF/ADMINISTRATIVE SPECIALIST

PAY GRADE: OT-18 | [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)

Class Code: 5519

Effective Date: 08/02/2023

**\*\*THIS CLASSIFICATION INCLUDES A PAY INCREASE OPPORTUNITY - OUTLINED BELOW\*\***

**PURPOSE OF THE CLASSIFICATION:** Under general supervision is responsible for opening and maintaining order in court and administrative work; and performs other related duties as assigned.

### ESSENTIAL TASKS:

- Opens and attends court sessions
- Maintains order in courtroom and hallways
- Prepares and distributes daily docket
- Guides defendants in and out of courtroom
- Performs errands for the judge
- Assists minute clerk and other court staff with administrative tasks
- Calculates and writes total amount due for payment plans and payment cards
- Gathers, organizes, and prepares documents for courtroom proceedings and expungements
- Records warrant information and basic minutes related to payment docket
- Maintains court documents in the courtroom
- Reports to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### QUALIFICATIONS:

Training and Experience: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Graduation from high school or possession of a General Educational Development Certificate (GED); **and,**
- (b) Three (3) years of experience relevant to the essential tasks listed in this job description; **including,**
- (c) Two (2) years of experience as a guard, law enforcement agent, military service, or experience relevant to the essential tasks listed in this job description.

### **PAY INCREASE OPPORTUNITY**

Employees will be eligible for a two-step increase if they possess a valid Oklahoma CLEET Unarmed Security Guard license upon hire **or** after they obtain it during employment in this job classification.

### Knowledge, Abilities and Skills:

Basic knowledge of:

- Legal procedure as it relates to service of legal processes
- Court procedure as it relates to the calling of defendants, witnesses and complainants

Ability to:

- Maintain order in courtrooms during the course of a trial



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- Subdue and place defendant in custody and escort to jail (if CLEET certified)
- Keep work records and make activity reports
- Understand and follow verbal and written orders
- Understand and influence the behavior of internal and external customers in order to achieve job objectives and cause action or understanding
- De-escalate and work with individuals who may be disruptive or angry
- Possess and maintain a professional, dignified demeanor at all times regardless of immediate circumstances
- Work courteously and effectively with individuals of diverse social, cultural, and economic backgrounds

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a telephone; occasional lifting and carrying up to 25 pounds; occasional pushing and pulling up to 60 pounds; may be subject to extended periods of walking and standing; reaching, bending, and handling; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None required.

**WORKING ENVIRONMENT:** Working environment is primarily indoors and occasionally outdoors and in inclement weather.

**EEO Code: N-05**

**Group: Public Safety**

**Series: Public Safety Technical**