

City of Pell City

1905 1st Avenue North

Pell City, AL 35125

205-338-2244

VACANCY NOTICE

Post date: March 12, 2014

POSITION TITLE: Bailiff/Warrant Officer

ANTICIPATED START DATE: TBD

SYNOPSIS: The Bailiff/Warrant Officer maintains order and law in the courtroom. When court is in session, the officer follows the direction of the judge. These directions can include collecting court documents, presenting court documents. When the officer isn't performing duties for the judge, he/she keeps an eye over the proceedings to make sure everything goes smoothly. This includes protecting judge, witnesses, lawyers and others present in the courtroom. This officer also takes care of prisoner transportation, prisoner arraignments, and works under direction of municipal court to serve subpoenas. As the warrant officer, he/she performs duties to locate and apprehend offenders who have active warrants for their arrest.

ESSENTIAL JOB FUNCTIONS:

Refer to attached Job Description

OTHER DUTIES AND RESPONSIBILITIES:

Refer to attached Job Description

SALARY: \$30,638.00 - \$40,081.60

APPLICATION DEADLINE/PROCEDURE:

1. Complete application files must be received at the City Hall by **Mon., August 18, 2014.**
2. A complete file consists of:
 - City of Pell City employment application
 - Current resume [Note: Resume should address how the applicant has fulfilled the qualifications, **required** and **preferred** (if applicable), listed on this job announcement]

NOTE: Failure to receive any item listed above, on or before the closing date, will result in disqualification from further consideration. Only items that are postmarked on or before the closing date can be accepted after the closing date.

3. **Applicant files that are not complete by the closing date will not be considered.**
4. The City of Pell City may extend the application deadline to ensure an adequate pool of qualified applicants.
5. Prior to a job offer being made, applicant may be required to submit employment verifications from current and prior employers.
6. The first consideration in filling the vacancies will be given to the most qualified applicant in the city. If no acceptable applicant is found within the city service, the vacancy will be filled from outside the city service.
7. Application forms are available from and should be returned to:

City of Pell City
Human Resources
1905 1st Avenue North
Pell City, AL 35125

Email: dawnchildre@epell.net Fax: 205-338-2320

Individuals selected as finalists will be invited for an interview. A maximum of five finalists will be interviewed. Applicants must travel at their own expense. If you have a disability and may require accommodations, please notify us at 205-338-2244.

WEBSITE: www.epell.net

The City of Pell City is an equal opportunity employer. It is the official policy of the City of Pell City that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. The City of Pell City will make reasonable accommodations for qualified disabled applicants or employees.

**JOB DESCRIPTION
CITY OF PELL CITY, ALABAMA
MUNICIPAL COURT**

BAILIFF/WARRANT OFFICER

CODE:1006

JOB DEFINITION

The Bailiff/Warrant Officer maintains order and law in the courtroom. When court is in session, the officer follows the direction of the judge. These directions can include collecting court documents, presenting court documents. When the officer isn't performing duties for the judge, he/she keeps an eye over the proceedings to make sure everything goes smoothly. This includes protecting judge, witnesses, lawyers and others present in the courtroom. This officer also takes care of prisoner transportation, prisoner arraignments, and works under direction of municipal court to serve subpoenas. As the warrant officer, he/she performs duties to locate and apprehend offenders who have active warrants for their arrest.

ESSENTIAL FUNCTIONS

- Outside office to serve warrants, summons or other process issued by the court
- Serve warrants by field contact, phone contact and physical arrest
- Responsible for clearance of outstanding warrants served
- Must wear protective vest and uniform as required by court
- Inside office duties to maintain warrant files
- Must advise the Judge/Court clerk when going outside city to serve warrants
- Must be on call after hours to pick up or make arrangements to pick up defendants on warrants
- Work with other agency on serving and having warrants served
- Serve as bailiff for municipal court
- Provides security in courtroom
- Maintain decorum in the courtroom during proceedings
- Jail call when needed by Judge

KNOWLEDGE, SKILLS, AND ABILITIES

- Warrant service
- Bailiff procedures
- Working knowledge of pertinent federal and state laws and of city ordinances of Pell City
- Skill in the use of firearms
- Skill to take oral and written statements
- Skill to maintain well organized files
- Ability to understand and carry out both oral and written instructions and the ability to write and give oral instructions
- Establish and maintain effective working relationship with co-workers, law enforcement agencies, judicial officials and the general public
- Ability to analyze situations and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances
- Ability to maintain a required level of physical fitness in order to perform police duties
- Police communication
- Follow the policies and procedures of the City of Pell City Police department
- Knowledge of laws of arrest
- Considerable knowledge of the geography of the city and its police jurisdiction

KNOWLEDGE, SKILLS AND ABILITIES (continued)

- Perform assigned duties with little or no supervision

QUALIFICATIONS (continued)

- Must be a graduate of an accredited high school or hold a certificate of high school equivalency (GED).
- Must obtain APOSTC certification in time frame allowed by Alabama State Law.
- Must have 3 years of experience as a law enforcement officer.
- Must possess a valid Alabama driver's license and a driving record suitable for insurability.
- Must be willing to work non-standard hours and overtime as required.
- Must be willing to travel overnight to attend continuing education courses and workshops as required.
- Must be physically able to perform the essential functions of the position.
- Must possess computer skills to perform the essential functions of the position.