

Columbia County, Wisconsin
Position Description

Job Title: Circuit Court Jury Bailiff – Non-Deputized (Civilian)
Department: Circuit Court Operations
Reports to: Clerk of Courts
Pay Basis: Per Diem – (as needed depending on court calendar)

Purpose of Position: The Circuit Court Jury Bailiff is a non-deputized (civilian) position appointed by the Circuit Court Judge to assist with jury trials.

Training and Experience Required to Perform Essential Job Functions:

- A high school diploma or equivalent and experience that provides equivalent knowledge, skills and abilities is required. Be able to pass background check. Candidates with law enforcement, legal experience, corrections or civil service experience are preferred.

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.

- Provide instructions and directions to jurors.
- Assist with juror sign-in as they report for jury service
- Assist with seating arrangements and accompany the Jurors to the courtroom for jury selection.
- Serves as a point of contact for jurors and assists with any needs that may arise during the jury trial.
- Ability to communicate effectively with court personnel and the public.
- Comfort in front of an audience of courtroom litigants and spectators while maintain decorum and order.
- Assist Clerk of Court staff in set up of meals and refreshments for the jurors.
- Maintain a neutral attitude towards all parties.
- Maintain order and prevent unnecessary noise or disturbance in and about the courtroom.
- Maintain the confidentiality of all court proceedings, files, reports, exhibits, conversations and witness testimony as directed by the Judge, Clerk of Court, Register in Probate, and/or Wisconsin Law.
- Communicate appropriately with jurors, colleagues, court participants and the public to ensure confidentiality and comply with SCR 62 Standards of Courtesy and Decorum for the Courts of Wisconsin to implement the vision, mission and values of the court system.
- Will be sworn in by the Court to supervise and escort the chosen jurors during the trial proceedings, recesses, and deliberations and ensures that no unauthorized person come into contact with the jurors.
- Upon completion of the trial day; responsibilities include proper disposal of jurors' notes, cleaning courtroom and jury deliberation room and restocking jury supplies.

KNOWLEDGE, SKILLS, AND ABILITIES:

- General knowledge of courthouse and court procedures.
- Ability to communicate positively and effectively both orally and in writing with the general public, court officials, attorneys, diverse populations and all parties who utilize the courts.
- Ability to exercise good judgment, decisiveness and creativity in situations involving duties which may be subject to frequent change.
- Ability to respond appropriately and effectively in crisis situations.
- Ability to sit for prolonged periods of time (during court proceedings).