

	JUDICIARY OF GUAM	HUMAN RESOURCES OFFICE JOB STANDARD
CLASSIFICATION TITLE: COURT TECHNICAL BAILIFF		EFFECTIVE DATE: August 2022
PAY GRADE: GPP – J	TOTAL HAY EVALUATION POINTS: 233	POSITION STATUS: [] Classified [X] Unclassified [X] FT [] PT
FLSA CATEGORY: [] Exempt [X] Non-Exempt		EEO CATEGORY: Administrative Support
REPORTS TO: Chief Justice or Associate Justice, Supreme Court Presiding Judge or Judge, Superior Court		APPROVED BY: <i>Kristina L. Baird</i> KRISTINA L. BAIRD, Administrator of the Courts

NATURE OF WORK:

This technical position is responsible for providing directed services for Judicial Officers during court proceedings and for assisting chamber staff with courtroom technology. This position also provides subject matter expertise and support to the chambers for audio/visual devices, applicable software, and presentation technologies (such as HDMI connections) for assigned courtrooms; assists attorneys and parties in the use of courtroom technology in connecting to and resolving issues using presentation technology during court proceedings; and performs daily checks and verifies functionality of all rooms including audio/visual tools and computer systems supporting courtroom and jury deliberation processes.

ESSENTIAL FUNCTIONS: (This is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the incumbent for this position. Duties, responsibilities and activities may change at any time with or without cause.)

Performs periodic checks to certify that all courtroom and jury deliberation room technology is functioning properly and reports any deficiencies to MIS.

Responds to and provides support for audio/visual usage in courtrooms and other designated rooms.

Provides subject matter expertise and assistance in the use of audio/visual to chamber staff and participants, both in the courtroom and joining virtually.

Provides expertise in the use of all courtroom technology, such as camera(s), microphones, digital evidence connections, assisted listening audio devices, and other courtroom technology tools.

Manages “virtual” participants under judicial supervision as directed.

Responds to courtroom issues, performs troubleshooting of courtroom technology to quickly and logically isolate issues, identify the cause, determine if a workaround is viable, and escalate for resolution.

Provides chamber staff training in the use of digital platforms, courtroom audio/visual equipment features and responds to courtroom support issues to ensure schedules are not adversely impacted.

Assists with coordination of access to courtrooms to support MIS services, vendor service delivery and/or installations.

Attends virtual hearings to assist chamber staff in managing virtual participants.

Ensures the readiness of lawyers and parties for the judicial officer in the courtroom and throughout their official duty; opens courtroom proceedings by announcing the entrance of the judicial officer.

Enforces all courtroom policies by notifying the judicial officer and/or deputy marshals of issues such as dress code, prohibition of eating/chewing, presence of radios, electronic devices (including cameras), or other disturbances.

Calls in defendants, witnesses, and other parties during trials and other proceedings.

Assists the chamber clerk in the processing of documents that require dissemination and distribution.

Communicates and coordinates instructions from the judicial officer to parties.

Inspects courtroom for cleanliness, orderliness and proper heat, light, and ventilation.

Maintains the order, decorum, and dignity of the court by seating spectators in specific areas of the courtroom.

Maintains index of exhibits; and prepares copies of court orders.

Reviews documents and tasks in the Judiciary's electronic case management system.

Prepares forms and orders to be reviewed and signed by the judicial officer.

Performs other related duties and projects as assigned.

MINIMUM KNOWLEDGE, ABILITIES & SKILLS:

Knowledge of computer systems, software and applications.

Knowledge of Wi-Fi connections from end-user devices.

Knowledge of audio/visual technology components.

Knowledge of modern office procedures and practices.

Ability to learn and apply procedural rules and statutes related to court proceedings.

Ability to understand oral and written instructions.

Ability to learn and apply legal terminology to work and legal process forms.

Ability to express himself/herself orally, concisely, and clearly.

Ability to deal tactfully and effectively with defendants, witnesses, prisoners, and others in executing orders of the court.

Ability to work effectively individually or in a team environment, including the ability and willingness to cooperate, share information, and assist coworkers with problem solving.

Ability to be resourceful and effective when troubleshooting new or unfamiliar problems.

Skills performing logical and technical troubleshooting in order to provide efficient and effective technology problem diagnosis, resolution or escalation.

MINIMUM EDUCATION, EXPERIENCE & TRAINING:

Graduation from high school or G.E.D. equivalent and work experience in computer systems and/or technology.