

## **CITY OF LAKEWOOD COURT VOLUNTEER**

### **BAILIFF SUMMARY**

This volunteer position is responsible for readying the court rooms for court sessions. Directing defendants to the court rooms and assisting with their questions. Taking files to and from the court rooms, prosecutor's interview area and the violations bureau counter.

### **ESSENTIAL FUNCTIONS OF THE COURT BAILIFF**

- Put advisements on the seats in the court room prior to the session.
- Greet and direct defendants to the appropriate court room.
- Answer questions and give direction.
- Gather and distribute files to and from the courtrooms to various areas within the court.
- Pick up in the court room after court sessions and refile advisements.

### **PHYSICAL REQUIREMENTS**

Walking and standing

### **DAYS / TIMES**

Monday – Thursday

Morning or afternoon shifts 7:45 a.m. to 11a.m. & 12:30 p.m. to 4:30p.m.

This position requires a 3 to 4 hour shift.

**If interested please contact the Court for further information.**