



**YPSILANTI  
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## **Charter Township of Ypsilanti**

### **14-B District Court Bailiff**

**FLSA Status:** Non-Exempt

**Position Type:** Part-Time, non-Union, non-benefit position

#### **Position Summary:**

Shall perform responsible protective service and human support work in providing security within the court building and related work as required; works under regular supervision. The Court Bailiff is responsible for initial security screening of all visitors and defendants entering the court building, maintaining order within the courtroom, and security duties in support of daily court operations. Court Bailiff in the employment of the 14-B District Court Office and the Charter Township of Ypsilanti must maintain the ability to perform the essential job functions of a Court Bailiff as described below.

#### **Supervision Received:**

The employee works under the direct supervision of the Court Administrator

#### **Responsibilities and Duties:**

*An employee in this position may do all the following essential duties. (These examples do not include all the duties the employee may be expected to perform)*

- ❖ Ensures the security and order of the court building, as well as courtrooms, prior to and during court sessions
- ❖ Operate equipment utilized in the court building such as the x-ray screening machine, metal detector, and other office equipment
- ❖ Must demonstrate interpersonal skills necessary to develop and maintain effective and appropriate working relationships with clients, co-workers, and representatives of other agencies
- ❖ Consistently demonstrate sound ethics, sound judgment, solve problems, make effective decisions, and act with integrity
- ❖ Must possess strong communication and observation skills in a demanding and fast-paced environment
- ❖ Must be able to respond to emergency situations and have the strength to effectively subdue and/or remove people in difficult or emergency situations
- ❖ May transport within the court building, and supervise, the movement of inmates to and from the courtrooms and secures prisoners within the holding cells
- ❖ Enforce and remove unruly individuals, and/or those who are non-compliant from the court building, as well as from courtrooms
- ❖ Conduct searches, and security sweeps, of the court building (courtrooms, restricted areas, and public areas) for contraband, weapons and any other security risks, or disturbances
- ❖ Searches visitors and inmates for unauthorized possession prior to court appearance
- ❖ Files reports as required, or requested, based on any incidents which have occurred
- ❖ Responds to and carry out all orders of the 14-B District Court Judge
- ❖ Be courteous when assisting court staff and the public, without sacrificing the security of the court building
- ❖ Assist with medical emergencies until medical emergency personnel arrive if such assistance does not distract the Bailiff from providing appropriate security to the court building



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### **Essential Functions, Qualifications and KSA's for Employment:**

- ❖ Must be 21 years of age or older
- ❖ Must be a U.S. citizen, or legal alien
- ❖ Must possess a high school diploma, or equivalent
- ❖ Must possess, and maintain, a valid State of Michigan Driver's License, with an acceptable driving record
- ❖ Must possess, or be able to obtain, and maintain, a valid State of Michigan CPL (Concealed Pistol License) and complete recertification as applicable
- ❖ Must pass a comprehensive background investigation
- ❖ Must be certified, or certifiable within 60 days, in First Aid, CPR and AED, via a certified instructor, and complete recertification as applicable
- ❖ Must not have any previous criminal convictions or civil judgements
- ❖ Upon offer of employment, the applicant must successfully pass pre-employment drug screening test and previous employment investigation
- ❖ Previous Law Enforcement or Complex Security Setting experience is preferred
- ❖ General knowledge of court procedures, as well as law enforcement methods, practices and procedures
- ❖ Ability to exercise tact and sound judgment in handling visitors of the court and in maintaining the behavior of inmates
- ❖ Ability to understand and follow oral and written instructions
- ❖ Possess acceptable skill in the use of firearms, and pass requisite testing, per the State of Michigan guidelines
- ❖ Knowledge of the geography of the Charter Township of Ypsilanti
- ❖ Ability to analyze situations and adopt quick, effective and reasonable courses of action

### **Physical Demands and Work Environment:**

*The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.*

While performing the duties of this job, the employee is regularly required to talk, hear, view, and produce written documents. The employee frequently is required to use hands to finger, handle or feel, and reach with hands and arms. The employee is required to stand for long periods of time, sit, walk, and occasionally stoop, or kneel.

The employee must occasionally lift, move items or people, and detain individuals as needed. Requires stamina and physical endurance needed to sustain prolonged, rigorous physical activity during emergency situations. Requires good physical condition, which will mean the fitness to be able to apprehend, and the ability to exert the force necessary (up to 100 lbs.) to subdue and control individuals who require physical intervention.

While performing the duties of this job, the employee typically works inside a building. The noise level in the work environment is usually quiet but can fluctuate. This is a stressful environment

### **Compensation:**

Hourly Wage: \$30.00 (Effective 09/01/2025)