

City of Lakewood Volunteer Job Description

Department: Municipal Courts
Division: Courts
Committee: Bailiff
Last Updated: March 2013



Committee Leadership

Title: Lead Court Specialist/Volunteer Coordinator
Name: Jo Donaldson
Number: 303-987-7431
Email: jodon@lakewoodco.org

Committee Purpose

The Bailiff committee's primary purpose is to assist with multiple aspects of our local judicial system.

Responsibilities

The committee volunteers are responsible for, but not limited to, 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.

Qualifications

Volunteer must be able to prove the ability to:

- Work with visitors of all ages and abilities
- Stand and walk for approximately one hour at a time
- Effectively complete job assignments despite changing priorities

Age Requirement

The minimum age requirement for this committee is 18.

Schedule

Monday – Thursday (7:45 am – 4:30 pm) Volunteers will be asked to volunteer for a minimum of 2 hours. Court sessions are 2-3 hours long.

Training

Training will be provided during volunteer hours by the volunteer coordinator or qualified volunteers. The training will be located at the Public Safety Building at the Municipal Court. Any follow up training will be administered as needed.

Dress Code

The volunteers are required to dress in business casual attire.

Work Environment

Indoor

Punctuality and Absenteeism

If the volunteer is going to be late or miss a scheduled assignment, they must contact Jo Donaldson directly at 303-987-743. Please make contact within ½ hour prior to the beginning of a shift.