

## CORRECTIONS

# BLYTHEVILLE POLICE DEPARTMENT

201 W. Walnut Blytheville AR 72315  
870-762-0404 or 870-762-0405 Fax: 870-762-0425

[www.blythevillepd.org](http://www.blythevillepd.org)

**Equal Opportunity Employer**

### **JOB DESCRIPTION**

#### **ENTRY LEVEL AND JOB SUMMARY:**

The Court Bailiff/Corrections Officer works under the general supervision of the Administrative Captain and is responsible in maintaining security for the Chickasawba District Court (Blytheville); performs various administrative duties for the court and transports prisoners to and from the Mississippi County Detention Center. This position is non-sworn public employment and all city, state and federal laws, department policy and procedures as well as City personnel rules and regulations govern this position.

#### **EXAMPLES OF WORK:**

Performs various administrative duties for the Chickasawba District Court (Blytheville); provides courtroom security for the court according to pre-set schedules, or as set by the judge; Transports prisoners to and from the Mississippi County Detention Center to court; maintains security and control of detainees and the audience while court is in session; delivers court papers from the court to the police department. Performs related responsibilities as required or assigned.

#### **WORK RELATIONSHIPS:**

The Court Bailiff / Corrections Officer has frequent contact with department personnel, judges, court clerks, probation officers, attorneys, the general public, bail bondsmen and prisoners.

#### **SPECIAL JOB DIMENSIONS:**

The position involves regular and irregular hours needed to manage Corrections services. Work hours may be extended in the event of emergency, disaster, workload, or work-in-progress.

#### **PHYSICAL DEMANDS:**

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job.

#### **MINIMUM QUALIFICATIONS:**

- Be a citizen of the United States.
- Possess a valid Arkansas driver's license.
- Be 18 years of age.
- High School diploma or GED.
- Obtain, complete State Jail Standards Training.

#### **SPECIAL REQUIREMENTS:**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

#### **ENTRY LEVEL COMPENSATION WITH NO EXPERIENCE:**

Annually \$21,000.00

#### **BENEFITS:**

Paid Holiday

3 weeks Paid Vacation

Paid Sick Leave

State Retirement System

Major Medical Insurance paid by employer for employee family plan available

In-Service Training

Uniform Allowance

#### **APPLICATION DEADLINE:**

OPEN, applications received 8-4 Mon-Fri excluding holidays

This job description is in abbreviated form and does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change. For complete details contact the Blytheville Police Department.