

CIVIL SERVICE OF JAMAICA
JOB DESCRIPTION AND SPECIFICATION
JUDICIARY OF JAMAICA

JOB TITLE:	Bailiff
JOB GRADE:	PTSG/PX 6
POST NUMBER:	[TBD]
DEPARTMENT/DIVISION:	Parish Court/Specialized Court
BRANCH:	Office of the Bailiff
REPORTS TO:	Parish Court Judge
MANAGES:	Assistant Bailiffs

Employee Name	**Signature**	**Date**
Supervisor's Name	**Signature**	**Date**
Head of Department/Division Name	**Signature**	**Date**

Date received in Human Resource Division

STRATEGIC OBJECTIVES OF THE DIVISION

To ensure the effective and efficient execution of court orders and enforcement processes in accordance with the law; strengthen the operational effectiveness of Bailiff services across jurisdictions; and uphold the highest standards of accountability, transparency, professionalism, and integrity in the discharge of Bailiff duties.

JOB PURPOSE

Under the direct supervision of the Parish Court Judge, the Bailiff is an impartial Officer of the Court, supporting efficient judicial administration. The incumbent acts as an extension of the Office of the Bailiff, serving all summonses and orders, and executing warrants, precepts, and writs issued by the Parish Courts, specialized Courts and Supreme Court. Duties include collecting monies, maintaining records, conducting Public Auctions, exercising judgment to interpret court orders, determining enforcement strategies while providing direct supervision and training to Assistant Bailiffs.

KEY OUTPUTS

- Summons and court documents served within prescribed timelines;
- Warrants (levy, commitment, possession, etc.) executed in accordance with legal requirements;
- Public monies collected, official receipts issued, and accounts balanced for monthly certification;
- Public auctions conducted and accurate itemized inventories maintained for all seized goods;
- Court attendance on return days;
- Conducts risk assessments prior to embarking on professional duties to detect hazards;
- Assistant Bailiffs assigned duties, mentored, and their daily returns and receipt books examined;
- Comprehensive monthly returns of all unexecuted writs and daily record sheets submitted to the Judge and Court.

KEY RESPONSIBILITIES

Technical/Professional Responsibilities

- Exercises professional discretion and independent judgment in determining the most effective enforcement approach for dynamic and high-risk field scenarios;
- Interprets court orders, writs, and legal processes to ensure all enforcement actions comply strictly with the Judicature (Resident Magistrates) Act and Supreme Court rules;
- Serves legal process, including Plaint, Pink, and Judgment Debtor summonses before the return day;

- Executes high-complexity warrants (levy, commitment, possession, distringas, and capias) and Supreme Court documents (seizure and sale, injunctions) as soon as practicable;
- Prepares and submits comprehensive monthly returns to the Court of all executed and unexecuted processes, providing a detailed statement of actions taken under each writ and a full account of all monies recovered;
- Attends sittings of the Court and out-stations on return days;
- Provides necessary explanations to debtors and relevant individuals regarding professional services;
- Acts as a Public Auctioneer, preparing itemized inventories, conducting appraisals, and advertising sales for land or goods seized in execution;
- Conducts risk assessments prior to embarking on professional duties to detect hazards;
- Coordinates the safe transport of detained persons in accordance with established protocols, ensuring police assistance is utilized where available, and that any exceptional transport arrangements are authorized, properly supported, and compliant with safety and legal requirements;
- Performs Admiralty duties, including the boarding and seizure of motor vessels within the jurisdiction of the Court.

Management/Administrative Responsibilities

- Manages the Office of the Bailiff, ensuring it remains accessible to the public during regulated hours and is outfitted with necessary resources;
- Supervises Assistant Bailiffs by assigning work, reviewing their Quire books, and ensuring their daily conduct aligns with the established Code of Conduct;
- Provides on the job training and mentorship for Assistant Bailiffs in the laws governing operations, risk analysis, and the treatment of vulnerable persons;
- Safeguards official records, including Warrant Books, Summons Books, and receipt books, ensuring they are protected from theft or destruction;
- Assesses the suitability, integrity, and performance of Assistant Bailiffs to ensure compliance with legal and ethical standards required for court enforcement duties;
- Completes a Daily Record Sheet for every day worked;
- Reports any incidents, accidents, or assaults encountered during duty.

Financial Responsibilities

- Maintains records and facilitates the audit of accounts in accordance with financial regulations, ensuring an annual audit is conducted by a qualified Accountant;
- Ensures all public monies collected are paid into the Court immediately and are never mixed with personal funds;
- Processes and accounts for all fees (commissions for seizures and appraisals) and mileage claims in strict accordance with the Tariff of Fees;
- Ensures accuracy in counting cash.

Other Responsibilities

- Performs any other related duties directed by the Parish Court Judge.

PERFORMANCE STANDARDS

- Documents served within legally prescribed timeframes;
- 95% of summonses and warrants are served or executed within the legally prescribed statutory "clear days";
- Warrants executed in accordance with established procedures and safety guidelines;
- Receipts issued accurately and in compliance with financial procedures;
- All collected monies are accurately receipted and paid into the Court upon recovery;
- Daily Record Sheets completed accurately, legibly and submitted on time;
- Risk management protocols are consistently applied for all high-risk visits;
- Reports on service/non-service are clear, accurate and timely;
- Monthly returns and balanced Cash Books are submitted to the Court for certification by the Judge;
- Assistant Bailiffs are effectively supervised, and their financial returns are checked daily for accuracy;
- Professional conduct, integrity and confidentiality consistently maintained.

REQUIRED COMPETENCIES

Core Competencies	**Technical/Functional Competencies**	**Leadership Competencies**
Integrity and Honesty: *Maintains the highest ethical standards of the Judiciary.*	Legal Expertise: *Expert knowledge of the Parish Courts Act and other laws and procedures governing Bailiff Operations.*	Leadership: *Ability to supervise, train, and mentor Assistant Bailiffs.*
Communication: *Professional oral and written skills; ability to explain fees clearly.*	Risk Analysis: *Expert ability to detect hazards and implement safety protocols in volatile environments.*	Strategic Planning: *Efficiently organizing field routes and public auction schedules.*
Conflict Management: *Remains calm under pressure; utilizes de-escalation techniques.*	Financial Management: *Proficiency in basic accounting, auditing, and cash handling.*	Accountability: *Ensuring office compliance with judicial audits and registers.*

INTERNAL AND EXTERNAL CONTACTS

Internal Contacts

Contact	*Purpose*
Assistant Bailiff	To assign work assignments (process), provide training, direct supervision, and examine their returns and receipt books daily to ensure all recovered sums have been paid over.
Parish Court Judge	To receive direct judicial supervision and orders, attend court sittings, and submit monthly returns and accounts for formal examination and certification.
Clerk of the Courts / Deputy Clerk	To receive summonses and warrants for execution and submit balanced cash books for certification.
Court Operations Manager	To sign the daily Bailiff Register and receive or return official receipt books.
Other Bailiffs	To coordinate the execution of warrants transferred between parishes (Home vs. Foreign Court) and collaborate on high-risk evictions requiring a larger professional force.

External Contacts

Contact	*Purpose*
Defendants / Debtors	To serve legal documents, execute warrants, and collect public money.
Claimants / Execution Creditors	To provide notification regarding the status of service or the inability to execute process due to risk.
Jamaica Constabulary Force	To obtain required security assistance for high-risk visits and transport prisoners.
Prison / Lock-up Authorities	To hand over individuals following the execution of Warrants of Commitment.
Accountant General / Collector of Taxes	To pay in funds collected from the execution of Supreme Court documents.
General Public	To facilitate public auctions and provide information on Bailiff's authority.
Embassies / Ministry of Foreign Affairs	To execute legal documents originating from overseas courts.

Minimum Required Education and Experience:

- Minimum of five (5) CSEC/GCE O' Level subjects, including English Language and Mathematics or another numerical subject.
- Certificate in Supervisory Management.
- One (1) to three (3) years prior experience as an Assistant Bailiff, law enforcement officer, security services officer, or an officer in a related field.

OR

- JTI Certificate in Bailiff Operations or the Certificate in Industrial Security Operations NVQJ Level 1.
- Certificate in Supervisory Management.
- Four (4) to seven (7) years prior experience as an Assistant Bailiff, law enforcement officer, security services officer, or an officer in a related field.

Authority:

- Authorized to arrest without a warrant if assaulted, resisted, or obstructed in the lawful execution of duties;
- Power of a Public Auctioneer for the sale of seized goods or land without paying license duty;
- Authority to decline the execution of a professional service where the immediate risk to personnel is assessed as too great.

Specific Conditions associated with the job:

- Work will require duties to be performed outside of standard working hours;
- Exposure to high-risk environments and potentially volatile situations requiring constant risk assessment;
- Frequent travel within the assigned jurisdiction to perform duties;
- Requirement to always carry and display a valid identification card and Bailiff number while on duty.