

SUPREME COURT OF OKLAHOMA

ORDER RE SECRETARY-BAILIFF JOB DESCRIPTION

2020 OK 66 · Decided August 13, 2020

SUMMARY

The Supreme Court of Oklahoma approved a job description for the District Court Secretary-Bailiff position on August 13, 2020. The description addresses the position's duties, qualifications, working conditions, classification as non-exempt, overtime and compensatory-time policies, and eligibility requirements.

CASE DETAILS

COURT	Supreme Court of Oklahoma
JURISDICTION	Oklahoma
DECIDED	August 13, 2020
DISPOSITION	approved
PROCEDURAL POSTURE	Administrative order of the Supreme Court of Oklahoma approving a job description for the District Court Secretary-Bailiff position.
PRECEDENTIAL VALUE	published

TOPICS

employment law

administrative law

employment at-will

wage and hour

PRACTICE AREAS

employment law

administrative law

QUESTIONS PRESENTED

1. Whether the Supreme Court of Oklahoma should approve the attached job description for the District Court Secretary-Bailiff position pursuant to its constitutional and statutory administrative authority.

HOLDINGS

1. The Supreme Court approved the attached job description for the position of District Court Secretary-Bailiff for use by the district courts and the Administrative Office of the Courts.

KEY QUOTATIONS

“Pursuant to the administrative authority vested in the Chief Justice by Article 7, Section 6 of the Oklahoma Constitution; Rule 2, Paragraph D of the Rules on Administration of Courts, Title 20, Chapter 1, Appendix 2; and Title 20, Section 125, the attached job description for the position of District Court Secretary-Bailiff is hereby approved for use by the District Courts and the Administrative Office of the Courts.” (2020 OK 66)

FACTUAL BACKGROUND

The Supreme Court considered an administrative job description for the District Court Secretary-Bailiff position. The description identifies the position as an at-will, non-exempt court position generally hired by and reporting to a district judge, and sets out its administrative, courtroom, jury-related, scheduling, and recordkeeping duties. The order also addresses qualifications, working conditions, overtime restrictions, compensatory time, and eligibility requirements.

PROCEDURAL HISTORY

The Supreme Court acted pursuant to its administrative authority and approved the attached Secretary-Bailiff—District Court Position Description for use by the district courts and the Administrative Office of the Courts. No contested lower-court proceeding or appeal is identified.

DISPOSITION

approved