

Allen County Court of Common Pleas
Probate & Juvenile Divisions

MEMORANDUM
JOB OPENING

TO: All Interested Applicants

FROM: Carolyn Wynn, Human Resources Director
cwynk@allencountyohio.com

DATE: October 4, 2021

RE: Job Posting: Bailiff

The Juvenile Division of the Allen County Court of Common Pleas is now accepting applications and/or letters of interest for the position of **Bailiff**. Current employees may apply for this position via email or letter to the Human Resources Director which **must** include an updated resume. Non-Employees must submit an employee application which can be downloaded from the web at:

<https://allenohioprobate.com/court-administration/human-resources/employment-opportunities/>

Non-Employee applicants are encouraged to submit an updated resume and post-secondary educational credentials along with their completed application. Non-Employee applicants are required to bring their driver's license, social security card, high school diploma (or equivalent), and DD-214 (if applicable) to their initial interview.

Deadline to Apply: Friday, October 8th by 8:00 AM

Pertinent Information

- **Civil Service Status:** Unclassified
- **FLSA Status:** Non-Exempt (Hourly Based)
- **Department:** 060 – Security Services
- **Appointment Status:**
 - Full Time:
- **Schedule:**
 - The payroll work week runs Thursday through the following Wednesday
 - Scheduled hours are 8:00 AM – 5:00 PM. Monday - Friday [Subject to change.]
- **Base Salary:**
 - \$15.5333 per hour
 - Current Employees moving from one base salary to another will have their current salary adjusted by the difference between the two bases.
 - This position is paid bi-weekly on every other Wednesday.
- **Supervision of Staff:** None
- **Table of Organization:**
 - Department Head: Chief Bailiff
- **See attached job description for essential duties, responsibilities, and qualifications.**

Allen County Court of Common Pleas;
Probate & Juvenile Division

Judge Todd E. Kohrieser

JOB DESCRIPTION

JOB TITLE

Bailiff

FLSA STATUS: Non-Exempt	EMP. STATUS: Full Time
EXEMPT TYPE: Not Applicable	CS STATUS: Unclassified
DIRECT SUPERVISOR: Chief Bailiff	

DISTINGUISHING JOB CHARACTERISTICS

Under administrative direction, serves as a security officer to provide personal security for the benefit of the Probate & Juvenile Court Judge, Magistrates, and court personnel as well as physical security for courtrooms and other court facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintains security and safe environment for all employees, visitors and others at the Court and Detention Facility.
- Resolves problems, quells disturbances and ensures public safety.
- Serves as security officer as required.
- Provides assistance to Judge/Magistrate in conducting court proceedings.
- Opens court, calls cases, delivers case files to Judge/Magistrate, etc.
- Ensures court is operated on schedule and appropriate persons are located in courtroom.
- Monitors and controls ingress and egress to/from courtroom during court session.
- Resolves any problems or disturbances that may arise, as well as any physical safety hazards, (e.g., fire, water/gas leaks, electrical problems, etc.) or any condition creating a risk to persons or property.
- Takes direction from Judge/Magistrate to maintain courtroom order and ensure adherence to rules.
- Serves summons, subpoenas, immediate pick-up orders, and legal documents, when needed.

- Maintains records reflecting papers served, how it was served, where and related information.
- Operates vehicle to gain access to residences, schools, businesses and other premises to locate persons to be served.
- Types returns, orders of apprehensions and other documents.
- Completes and maintains and/all required training and certifications.
- Assists with inmate, detainee, probationer or resident transports as needed.

OTHER DUTIES AND RESPONSIBILITIES

- Transports deposit of funds.
- Assists in transport of youth in custody.
- Opens the main lobby doors in early morning hours for the start of the business day.
- Monitors courtroom and carious settings within the Court, by way of cameras and monitoring equipment.
- Directs where prisoners are to be held when transported by other officers.

SCOPE OF SUPERVISION

- None

EQUIPMENT OPERATED

- Recording equipment
- Computer, typewriter, copier
- Security Monitoring Equipment & related software.
- County automobiles
- Firearms, Defensive Aerosols, Taser Devices
- Magnetometer, Scanning Devices
- Mobile Radios and Mechanical Restraints.

CONTACT WITH OTHERS

Law enforcement personnel, defendants, family members, victims, witnesses, general public, prosecutor, defense counsel, Judge, Magistrate, detention personnel, detainees and other court personnel.

CONFIDENTIAL DATA

Juvenile records, court proceedings and dispositions.

All employees of the Allen County Juvenile Detention Center are required to sign a confidentiality agreement.

WORKING CONDITIONS

Occasional exposure to cold, heat and other weather conditions. Occasional resistance from defendants or others. Deal with sometimes fast-paced court proceedings.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: building and public security procedures and safety, law enforcement, court process and procedures, public relations, legal documents service procedures and requirements.

Ability to: exercise sound judgment in dealing with potentially volatile situations, carry out instructions, deal with problems involving several variables in a familiar context, communicate effectively, develop and maintain effective working relationships with associates, supervisors, Judge and general public, handle sensitive situations tactfully, maintain current working knowledge of city streets, landmarks and locations and gain access to various work locations.

Skill in: typing and effective communications.

QUALIFICATIONS

An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills and abilities. An example of an acceptable qualification is: completion of secondary education through attainment of a high school diploma, GED or equivalent, Ability to attend appointment at off-site locations.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

LICENSURE OR CERTIFICATION REQUIREMENTS

The applicant must possess following certifications or agree to obtain the same during their probationary period of employment.

- Certification in the use of Firearms through the Ohio Peace Officer Training Academy
- Certification in Defensive Tactics/Defensive Aerosols/Taser Devices
- Certification in CPR/First Aid/AED
- Certification in Mental Health First Aid

EMPLOYEE UNDERSTANDING AND AGREEMENT

I understand, and will perform, the duties and requirements specified in this job description.

Employee

Date

ADMINISTRATIVE APPROVAL

Department Head

Date

Human Resources Director

Date

Court Administrator

Date

Judge

Date