

Position Title: Part-Time Court Bailiff

Division:	Juvenile Division Court of Common Pleas	FLSA Status:	Non-exempt
Reports to:	Judge B. Spencer	Civil Service Status:	Unclassified
Probation:	1 year	Work Hours:	16-24 hrs a week
		Hourly Rate:	Based on Experience

Daily Operations

- Assisting and protecting the judge and jury throughout court proceedings
- Covid-19 screening of visitors prior to courtroom entry
- Perform metal and x-ray detection of individuals and materials before entering the courtroom
- Declaring the entry of the judge and calling witnesses into the courtroom
- Completing required paperwork and reports
- Covid-19 screening of visitors prior to courtroom entry
- Escorting defendants between the courtroom and detention facility
- Presentation of evidence during the hearing on cart for visual display
- Set-up of Video Conferences in Courtroom and Law Library
- Drug screens of defendants
- Responsible for security of the 2nd floor
- Administering the oath to defendants before testifying
- Monthly inspections of gun safes throughout the floor
- Cross checking of warrants and docket
- Sanitizing of hallways and courtroom
- Inventory of First Aid cabinet
- General Housekeeping of the Courtroom and Jury Room

Pre-Trial Duties

- Perform metal and x-ray detection of individuals and materials before entering the courtroom
- Covid-19 screening of visitors prior to courtroom entry
- Unlock/lock courtrooms and jury rooms and ensure that they are neat and orderly
- Polish and fill water pitchers for court and jury rooms
- Maintain supplies of paper, pencils, water, and other materials for use during court
- Sign in all persons appearing in court and ensure each is on the docket
- Explaining rules of the court to media, and execution of entry

Trial/Courtroom Duties

- Assisting and protecting the judge and jury throughout court proceedings
- Open court and inform the judge that court is ready
- Take custody of jurors, assist jurors in finding seats, and distribute jury questionnaires
- Accompanying jurors outside the courtroom to prevent contact with the public
- Collecting evidence from legal teams and the jury
- Presentation of evidence during the hearing on cart for visual display
- Call witnesses and administer oaths to witnesses and jurors
- Relay messages from jurors to court and families
- Advise court personnel and attorneys when verdicts are reached
- Escort defendants to and from the courtroom
- Operate courtroom equipment
- Prevent smoking, noise, or other distractions in the courtroom during trial
- Assist jurors with their duties and take lunch/dinner orders
- Take custody of defendants in the courtroom and transport them to the correctional facility

Qualifications

- Must be willing to submit to a background check and urine analysis
- Completion of High School Diploma or GED
- Valid Ohio operators license
- Experience in probation, pretrial services, parole, corrections, law enforcement preferred but not required
- Proficient in Microsoft Office
- Display excellent communication skills (written and verbal)
- Some evening hours may be required
- Must be willing to become OPOTA firearms and Taser certified

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.

DATE

NAME