

WARREN COUNTY COURT
880 Memorial Drive
Lebanon, OH 45036
Phone: 513.695.1370

Judge Gary A. Loxley

Judge Robert S. Fischer

POSITION AVAILABLE

JOB CLASSIFICATION TITLE: BAILIFF
DEPARTMENT: COUNTY COURT
PAY RANGE: DISCRETIONARY
PROBATIONARY PERIOD: 120 DAYS
SCHEDULED HOURS: 40 HOURS PER WEEK
CIVIL SERVICE STATUS: UNCLASSIFIED

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM
QUALIFICATIONS AND DUTIES OF THIS POSITION.

POSTING PERIOD: TWO WEEKS BEGINNING SEPTEMBER 12, 2024.

APPLICANTS SHOULD APPLY ONLINE AT: WWW.CO.WARREN.OH.US

Complete the application as follows: Click on Job Opportunities then Warren
County Employment Application, download the file, and email the application with
your resume to: Melissa.Moubray@co.warren.oh.us

Please contact Melissa Moubray with questions at (513) 695-2411.

APPLICATIONS MUST BE RECEIVED BY: SEPTEMBER 26, 2024 BY 4:30PM .
THIS POSITION MAY BE SUBJECT TO A POST JOB OFFER DRUG SCREEN AND
CRIMINAL BACKGROUND CHECK.

WARREN COUNTY COURT IS AN EQUAL OPPORTUNITY EMPLOYER.

**WARREN COUNTY COURT
POSITION DESCRIPTION**

Position Title: Bailiff

FLSA: Non-Exempt

Division: County Court

Civil Service Status: Unclassified

Reports to: Court Administrator /Judges

Starting Pay: Discretionary

Work Hours: 40 hours a week

Employment Status: Full time

Job Responsibilities:

Provide security and facilitate calling cases in the courthouse, assist Court Service Officers with court hearings, serve paperwork/entries inside and outside of the Courthouse, immobilizations of client vehicles, and other duties as assigned by Court Administrator and/or Judges. Serve as liaison of the County Court Judges.

Qualifications:

Applicant must possess a high school diploma or equivalent and possess a valid driver's license. Law enforcement experience is preferred but not required. Applicant must be able to successfully complete a background check prior to employment. Must be 21 years of age at time of appointment and must successfully pass a pre-employment drug screen.

Additional Requirements:

Strong customer service skills to interact with youth/families/persons before the Court.
Maintain training hours as required.
Must demonstrate regular and predictable attendance.
Must have knowledge of use of computer and able to perform tasks as needed.
Maintains required physical and mental condition to perform duties.
Maintains appropriate working relationships with other court staff, attorneys, the public, and all individuals before the Court.

Positions Supervised:

None

Knowledge, Skills and Abilities: (*indicates developed after employment)

Knowledge of: Department policies, procedures and regulations*, record keeping procedures*, court procedures* and report writing*.

Ability to: Communicate verbally and in writing, develop and maintain effective working relationships, maintain records, and assist in Court processes and security.

Skills in: Computer usage (Microsoft Word, Outlook, email), verbal de-escalation, customer service, & defensive tactics if necessary.

Equipment Operated:

Copier, telephone, computer, fax machine, metal detectors, court management system, court recording system & county vehicles.

This position in no manner states or implies that these are the only duties and responsibilities, which may be performed by the employee. The employee will be required to follow the instructions and perform duties required by the Court Administrator and Judge.

I understand and will perform to the best of my ability, the job duties and requirements specified in this position description.

I understand that I will be on a 120 day probation status.

Employee Date

Court Administrator/Judge Date