

OTTAWA COUNTY COURT OF COMMON PLEAS

Job Title:	Court Bailiff
Immediate Supervisor:	Court Administrator
Job Status:	Part Time, 16-20 hours/week
Pay:	Commensurate with experience

Job Summary

This position provides security for the Ottawa County Court of Common Pleas. The position reports directly to the Court Administrator.

Essential Job Responsibilities:

The duties of the Bailiff include, but are not limited to:

- Securing the courtroom and guarding the safety of all persons by securing prisoners, ensuring weapons are not present in the courtroom, de-escalating volatile situations, and managing verbally and physically violent situations.
- Arresting Defendants in the courtroom.
- Enforcing orders of the Court through service.
- Enforcing the integrity and decorum of the courtroom and treating the public with courtesy and respect.
- Maintaining CPR and first aid training.
- Facilitating hearings by assembling all Parties, escorting the Judge to the bench, and calling Court.
- Assisting the Judge or Magistrate in the courtroom by preparing case files and Court documents.
- Processing Court paperwork, including, but not limited to, entries and exhibits.
- Investigating factual issues at the discretion of the Judge or Magistrate, including, but not limited to, addresses and phone numbers, and writing bond reports.
- Maintaining the court recording, court sound system, and court video processes.
- Managing courtroom technology.
- Managing jury trials and safety of jurors.
- Assisting Adult Probation Department and Specialized Docket with security matters, including, but not limited to, home visits.
- Contributing to the maintenance of security plan and emergency procedures.
- Performing all other duties at the discretion of the Court Administrator or Judge.

Minimum Qualifications for Employment:

1. Two years law enforcement or Court experience required, and have understanding the workings of the Court and Criminal Justice System.
2. Must maintain an Ohio Peace Officer Training Commission (OPOTC) to be eligible to carry a firearm and must comply with annual training and certification.
3. CIT training preferred.
4. Must maintain a valid Ohio driver's license.
5. Must be able to pass a criminal background check and drug and alcohol testing.
6. Must be able to enlist as an Ohio Reserve Deputy.

Essential Knowledge, Abilities and Skills:

1. Self-motivated and able to work independently with little or no supervision.
2. Computer skills and proficiency with Microsoft Word, Zoom, web browsers, LEADS, and ability to enter data.
3. Good oral and written communication skills and has the ability to maintain effective working relationships with Defendants, attorneys, Court staff, and the public.
4. Good problem solving skills, and has the ability to exercise excellent judgement, decisiveness and creativity in varying situations.
5. Knowledge of defense tactics.
6. Excellent crisis de-escalation techniques.
7. Knowledge and understanding of substance abuse and mental health issues.

Work Hours and Location

Work is performed in the Ottawa County Courthouse. The position may occasionally require working evenings and weekends and some travel may be required for conference attendance.

Work schedule is dictated by the docket of the Court. Applicant must be able to work flexible days and hours, Monday to Friday, between 8:00 am and 4:30 pm.