

# Employment Opportunity

Posted: September 23, 2022

The Wayne County Municipal Court is accepting applications for the position of Security Officer/Bailiff.

See attached overview of the position and requirements.

Applications, cover letters and resumes will be reviewed on an ongoing basis. This position will remain open until filled. Interviews will be conducted as the Court's schedule permits. Please direct all correspondence to:

Karl Kubb

Court Administrator

215 North Grant Street

Wooster, OH 44691

(330) 287-5670

Please **do not** send correspondence via email.

Wayne County, Ohio is an Equal Opportunity Employer.

Wayne County Employment Applications can be obtained at the Wayne County Commissioners Office  
(428 W. Liberty Street - Wooster, Ohio 44691)

Applications can also be downloaded at [www.wayneohio.org](http://www.wayneohio.org) (please use the employment link)

#### Requirements and position overview:

The candidate for the position of Security Officer/Bailiff requires a high school diploma. Preferred candidates will possess an associate's degree or peace officer certification, knowledge of court procedures, security experience, and/or a background in law enforcement. This position also requires an individual who is detail-oriented, team-oriented, and has excellent communication skills. The Security Officer/Bailiff must maintain a high degree of professionalism at all times. This position reports directly to the Court Administrator.

The Security Officer/Bailiff provides security for the Municipal Court building, grounds, Court, Clerk of Court, and Prosecutor's staff. Duties include, but are not limited to: operating a magnetometer (metal detector), x-ray machine, and hand wand at the front entrance of the Municipal Courthouse to ensure no weapons or illegal substances enter the premise, monitoring security cameras and maintaining security tapes, and securing the facility at the close of the business day while opening the building in the morning.

This position coordinates with the Wayne County Sheriff's Office to transport and secure prisoners, while serving as a liaison with other public safety service agencies. The Security Officer/Bailiff investigates all unusual incidents within the Court facility and grounds, assists in establishing procedures for facility safety, monitors all alarm and duress systems, upholds all security protocols, and provides assistance to staff and courthouse visitors.

The Security Officer/Bailiff provides courtroom security including protecting the judge and/or magistrate, witnesses, attorneys, defendants, and the public, maintaining general orderliness in the courtroom, operating video and recording equipment in the courtroom, and escorting prisoners as required. The Security Officer/Bailiff serves legal documentation (i.e. summons, evictions, and subpoenas) at the direction of the Court, conducts evictions, moves and secures property, and inventories property while participating in the sale of property as required.

This position will perform a variety of clerical assignments (answer telephone calls, provide routine information, and maintain an inventory of supplies), and serve as a liaison between the Judge and juries while escorting jurors and providing operational information to jury members as directed by the Judge.

The Security Officer/Bailiff is required to carry and be certified to carry a court issued firearm and Taser. Certification to carry a court issued firearm is required through the Ohio Peace Officers Training Council. Taser certification is required through the Supreme Court of Ohio. Both certifications and any requisite training will be made available to the successful candidate.

The successful candidate should excel in verbal and non-verbal communication, team cohesiveness, and interpersonal skills along with comprehending the necessity for confidentiality while demonstrating regular and predictable attendance. The minimum starting salary is \$39,790.40.