

April 29, 2024

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

See attached overview of the position and requirements.

Applications, cover letters, and resumes will be reviewed on an ongoing basis. This posting will remain open for a minimum of five business days but will not be closed until the position is filled by the hiring of the successful candidate. Interviews will be conducted as the Court's schedule permits. Please direct all correspondence to:

David Baney
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) or at (330) 287-5400. Applications can also be downloaded at <http://wayneohio.org/employment-opportunities>

Requirements and position overview:

The candidate for the position of Bailiff requires a high school diploma. Preferred candidates will possess an associate's degree or bachelor's degree, knowledge of court procedures, experience as a Bailiff, 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 Bailiff **must** maintain a high degree of professionalism at all times. This position reports directly to the Judges/Magistrate and Court Administrator of the Municipal Court.

The Bailiff provides Courtroom security; protecting the Judge and/or Magistrate, witnesses, attorneys, defendants, and the public while maintaining general orderliness in the Courtroom. This position administers oaths to defendants, witnesses, and interpreters prior to testimony/interpretation. Preceding the daily Court Dockets, the Bailiff is responsible for ensuring the proper function of the Court's recording systems and during proceedings is responsible for operating all video and recording equipment. To ensure daily Courtroom efficiency, this position manages the daily calendars to safeguard proper timeliness/case flow. The Bailiff is required to escort defendants/inmates to and from the Court's holding cells. When necessary, the Bailiff will assist and perform the duties of our Court Security Officers at the Court's Main Entrance.

This position serves a variety of legal documentation (i.e. summons, evictions, subpoenas, etc.) at the direction of the Court. The Bailiff is accountable to establish and conduct evictions as directed by the Court within the timeframe required by the Ohio Revised Code. As necessary, this position moves and secures property, inventories property, and participates in the sale of property.

The Bailiff will perform a variety of clerical assignments (answer telephone calls, provide routine information, and maintain an inventory of supplies). This position also serves as a liaison between the Judge and Juries. During Jury Trials, the Bailiff administers a Juror oath, escorts Juries to and from the Courtroom, provides operational information to Jury members as directed by the Judge, and confirms the Jury Verdict forms are accurately completed before the Jury announces their verdict.

It is preferred the Bailiff carry and be certified to carry a firearm. The Bailiff is required to carry a Taser. All certifications will be made available to the successful candidate.

The successful candidate should excel in verbal and non-verbal communication, team cohesiveness, and interpersonal skills. This position comprehends the necessity for confidentiality and will demonstrate regular and predictable attendance. The minimum starting salary is, \$44,054.40.