



Hamilton County, Ohio Court of Common Pleas **Job Opportunity** An Equal Opportunity Employer

Posting Number: 42-17

Date Posted: June 19, 2019

Deadline to Apply: July 3, 2019

POSITION: Bailiff

DEPARTMENT: Hamilton County Court of Common Pleas – Judge Jerome Metz, Jr.

LOCATION: 1000 Main Street, Cincinnati, OH 45202

WORK HOURS: Full-time; 70 hours bi-weekly (*Normal work hours are 8:00 a.m. - 4:00 p.m., Monday – Friday; however, the position may require some work beyond normal hours.*)

FLSA STATUS: Salaried/Not covered by FLSA

SALARY: \$1,795.77 Bi-weekly

Listed below are the QUALIFICATIONS for the position:

Any combination of training and work experience which indicates possession of the knowledge, skills, and abilities as listed in the job description. An example of an acceptable qualification for this position is:

A high school graduate with previous court experience is desirable. Organizational and people management skills are essential. Excellent research and writing skills will be helpful.

(To obtain a copy of the job description, please send your request to the e-mail address listed below.)

Listed below is a summary of the JOB DUTIES:

This is a responsible position that assists with the daily operations of a courtroom under the supervision of an assigned Judge. The Bailiff maintains a welcoming courtroom atmosphere, appropriate courtroom decorum, and the proper physical condition of the courtroom. The Bailiff assists the Judge in any capacity necessary to ensure the proper functioning of the courtroom. The Bailiff also: Coordinates daily courtroom activities. Formally opens and closes court sessions; calls and swears in witnesses. Maintains a daily court calendar for the Judge in coordination with the Law Clerk. Schedules cases on the court's docket for motions, hearings, conferences, trials, etc. Coordinates the Court's needs with the Assignment Commissioner's Office, Court Reporter's Office, Jury Commissioner's Office, Probation Department, Clerk of Courts, Sheriff's Department, and Court Administration. Maintains a desirable courtroom appearance and requisitions needed supplies. Keeps civil/criminal case cards up-to-date on a daily basis with case status information. Facilitates the receipt of reports needed by the Judge, such as pre-sentence investigation reports, victim impact statements, psychiatric reports, probation reports, and reports from treatment agencies. Prepares, reviews, and processes all necessary paperwork for the courtroom. Coordinates needs and supervises jurors during trial; accompanies jurors in the event of sequestration. Screens individuals desiring to meet with the Judge. Maintains courtroom security in cooperation with the Sheriff's Office. Prepares monthly caseload reports regarding case assignment and disposition, applying case management time guidelines and calling the judge's attention to aging cases or other docket problems. Performs, when necessary, the duties of the Constable/Law Clerk in his/her absence. Answers telephone inquiries into the courtroom. If qualified, researches legal questions and issues for the judge and prepares draft opinions/entries. Performs related work as required.

HOW TO APPLY FOR THE POSITION:

Please send a cover letter and resume by e-mail, fax or mail.

E-mail: HRCourt@cms.hamilton-co.org

Fax: (513) 946-5809

Mail: Hamilton County Courthouse
ATTN: Krista Ventre
1000 Main Street, Room 410
Cincinnati, OH 45202