



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

Posting Number: 42-73
Date Posted: December 6, 2024
Deadline to Apply: Open Until Filled

POSITION: Bailiff

DEPARTMENT: Hamilton County Court of Common Pleas – Bailiff for Judge-Elect Victoria Tallent
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: \$2,329 Bi-weekly

Highly Competitive Employee [Benefits Package](#) and Generous Paid Time Off

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.

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. Work also involves ensuring appropriate courtroom decorum and the proper physical condition of the courtroom. This individual assists the Judge in any capacity necessary to ensure the proper functioning of the courtroom. Supervision is provided by the assigned judge.

Essential Functions

- Coordinates daily courtroom activities.
- Formally opens and closes court sessions; calls and swears in witnesses.
- Maintains a daily court calendar for the Judge.
- 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.

Marginal Functions

- Performs, when necessary, the duties of the Constable/Law Clerk in his/her absence.
- Answers telephone inquiries into the courtroom.
- Performs related work as required.

Knowledge, Skills and Abilities

- Knowledge of court practices and procedures.
- Knowledge of legal terminology and concepts.
- Knowledge of the scheduling requirements of the assigned Judge.
- Knowledge and skill in the use of computers and Microsoft Office.
- Ability to learn and become proficient on the computer program utilized by the Court.
- Ability to communicate effectively and tactfully with the public, attorneys, and co-workers.
- Ability to operate standard office equipment such as a phone, computer, copier, calculator and fax machine.
- Ability to establish and maintain effective working relationships with other employees.
- Ability to represent the Court in a respectful manner and to maintain confidentiality when appropriate.

Working Conditions

Moderate noise in courtroom setting.

Physical Demands

- Work involves a significant amount of walking, sitting, standing, talking, listening, stooping, crouching and reaching with hands and arms.
- Must be able to transfer up to 20 pounds.
- Ability to sit continuously at a work station for periods of two hours or more.
- Hearing ability sufficient to converse with other individuals, both in person and by telephone.
- Speaking ability sufficient to converse effectively with other individuals both in person and by telephone.
- Visual ability sufficient to operate standard office equipment such as fax machine, copier and computer, and to read and prepare reports, correspondence and instructions.
- Ability to reach into file drawers in standard four-drawer filing cabinets.
- Ability to read and prepare reports with recommendations.

Communications

Conveys and receives information in person and by telephone, as well as by automated means.

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