



Hamilton County, Ohio Municipal Court Job Opportunity

An Equal Opportunity Employer

Posting Number: 43-94

Date Posted: October 29, 2025

Deadline to Apply: Open Until Filled

POSITION: Bailiff

DEPARTMENT: Hamilton County Municipal Court – Bailiff for Judge Samantha Silverstein
LOCATION: Hamilton County Courthouse, 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: \$62,385 Annually

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.

(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. 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. The Bailiff also performs the following duties: 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. Answers telephone inquiries into the courtroom. 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