



Hamilton County, Ohio Court of Common Pleas Job Opportunity

An Equal Opportunity Employer

Posting Number: 42-94

Date Posted: February 2, 2026

Deadline to Apply: Open Until Filled

POSITION: Bailiff

DEPARTMENT: Hamilton County Court of Common Pleas – Bailiff for Judge Jennifer Branch

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: \$66,950 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.

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, Interpreter's Office, 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.
- Drafts simple Entries, scheduling orders, and proofreads and prepares Entries drafted by the Judge or other staff.
- 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 and email inquiries into the courtroom.

Marginal Functions

- Performs, when necessary, the duties of the Law Clerk/Staff Attorney in their absence.
- 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 software including Microsoft Office and Zoom video conferencing.
- Ability to learn and become proficient with the computer programs utilized by the Court including case management software (Paper on Demand and CMS).
- Ability to draft simple Entries and proofread and prepare Entries drafted by the Judge or other staff.
- Ability to communicate effectively and tactfully with the public, attorneys, and co-workers and arrange for interpreters when required.
- Ability to operate standard office equipment such as a phone, computer, copier/printer/fax, calculator, and all technology used in the courtroom.
- Ability to establish and maintain effective working relationships with other employees.
- Ability to represent the Court in a respectful manner and to maintain confidentiality.

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 copier/printer/fax machine, shredder, courtroom technology, and computer, and to read and prepare simple Entries, reports, correspondence and instructions.
- Ability to reach into file drawers in standard four-drawer filing cabinets.
- Ability to read and prepare reports.

Communications

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

HOW TO APPLY FOR THE POSITION:

Please send a cover letter, resume, and list of 3 references 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