

DAYTON MUNICIPAL COURT

301 W. Third St.

Dayton, OH 45402

937-333-4338

An Equal Opportunity Employer

REQUEST FOR RESUMES

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| JOB TITLE: | COURT BAILIFF |
| DEPARTMENT: | SERVICE/ENFORCEMENT/SECURITY |
| REPORT TO: | The Chief Bailiff, Bailiff's Office |
| SALARY: | \$33,500 |
| HOURS: | Full time, 8:00 a.m. – 4:30 p.m. Monday thru Friday |
| Posted: | RESUMES ARE BEING ACCEPTED FOR OPENINGS THAT ARE ANTICIPATED IN JULY 2022. |
| DEADLINE: | CONSIDERATION OF APPLICANTS RESPONDING TO THIS ANNOUNCEMENT WILL BEGIN APRIL 2022 AND WILL CONTINUE UNTIL POSITION IS FILLED. APPLICANTS SHOULD EXPECT TO BE CONTACTED FOR INTERVIEWS IN JUNE 2022. |

JOB PURPOSE AND OVERVIEW

The Bailiffs are assigned to the Magistrate's Courtrooms, the Courtroom for Criminal Arraignment, to an individual Judge's Courtroom in the absence of the Judge's Bailiff. The Bailiff is responsible for the operation of the Courtroom, including the daily processing of cases on the docket and provides secretarial, receptionist, and clerical functions for the Bailiff's Office. This position requires organizational skills, independent judgment, time management, and public relations skills.

ESSENTIAL PRINCIPLES

- 1) Promotes and adhere to the Vision, Mission, Core Principles and Values of the Court.
- 2) Foster an inclusive and culturally competent work environment.
- 3) Promote, adhere to, and comply with Court policies and procedures.
- 4) Contribute to a strong, supportive, and productive team environment.

ESSENTIAL COURT DUTIES

- 1) Obtain case files from the Clerk's Offices for the daily docket.
- 2) Prepare case files and necessary paperwork for daily Courtroom docket.
- 3) Prepare and open the Courtroom for each day's docket, which includes being responsible for the physical appearance of the Courtroom and the functioning of the lights, heat, or air conditioning.
- 4) Ensure the presence of all necessary participants (Court staff, prosecutors, defense attorneys, defendants, and interpreters).
- 5) Maintain order/decorum throughout Court proceedings.
- 6) Swear in witnesses for testimony and interpreters as needed.
- 7) Facilitate the movement of defendants to and from the Court as required by the docket schedule and in accordance with specific guidelines established in Bailiffs' Manual.

- 8) Keep the Courtroom stocked with necessary forms, entries, and supplies for electronic equipment.
- 9) Facilitate the flow of paperwork and files during court.
- 10) Ensure defendants sign paperwork and serve copies upon them, if required.
- 11) Complete and file paperwork as directed by the Judge/Magistrate, such as Commitment Orders and jail releases, Electronic Home Detention Program (EHDP) referrals, Driver's Intervention Program (DIP) referrals, warrant block releases, and Temporary Protection Orders (T.P.O.).
- 12) Serve as liaison and contact for the Court and all persons having business with the Court.
- 13) Oversee and attend to the needs of jurors during jury trials.
- 14) Set up and operate all equipment within the Courtroom.
- 15) Obtain information for Judge/Magistrate from Web Enabled Justice Information System (WEJIS), Justice Web, and other government sources.
- 16) Prepare jail slips, probation referrals, pretrial referrals, and other paperwork as directed by the Judge/Magistrate.
- 17) Maintain constant presence in the courtroom while court is open to the public.
- 18) Close and secure the courtroom when not in session.
- 19) Perform arraignment duties at the Montgomery County Jail.
- 20) Assess and advise Judge/Magistrate and Court Detail of potential security risks

ESSENTIAL OFFICE DUTIES

- 1) Provide administrative, secretarial, clerical and receptionist services to the Bailiff's Office.
- 2) Timely process and mail out required paperwork and documents from the Bailiff's Office.
- 3) Greet and assist the public on behalf of the Bailiff's Office and Chief Bailiff via telephone or in person.
- 4) Handle written correspondence and prepare reports as directed by the Chief Bailiff.
- 5) Report daily attendance for the Bailiff's Office.
- 6) Assist Service & Execution Bailiffs, via phone or radio, with issues while on duty outside the courthouse.
- 7) Maintain inventory and office supplies for the Bailiff's Office.
- 8) Locate files and Court documents needed by the Bailiff's Office.
- 9) Assist the Bailiff's Office staff with phone calls regarding evictions and any other matters
- 10) Provide copies of Jail slips to the Jail and assist with any issues.
- 11) Receive and file daily pre-trial reports for Arraignment.
- 12) Maintain Law Enforcement Automated Data System (LEADS) Certification.
- 13) Provide daily radio support to Service/Execution Bailiffs, Deputy Chief Bailiff, and Chief Bailiff.
- 14) Maintain radio call log and perform safety checks on dangerous and hostile incidents.
- 15) Assist Warrant Enforcement Office with preparation of warrant cards.
- 16) Be able to work remotely during times where court duties may not be able to be completed in the court building.

OTHER DUTIES:

- 1) Assist with assignment and recording duties, as needed.
- 2) Assist the Judges or Magistrates by serving as their Bailiff, when needed.
- 3) Perform any other duties assigned by the Judges or Magistrates.
- 4) Printing new list of issued warrants from WEJIS on daily basis.
- 5) Printing Warrant Information cards on 8 1/2 by 6-inch card stock.
- 6) Date stamp Warrant information cards and assign a geographic service area.
- 7) Checking new warrants through the MCSO Jail system for any defendants that may be incarcerated and serving these warrants and schedule in-jail Court appearances.
- 8) Sorting Warrant Information Cards by phone numbers

POSITION(S) SUPERVISED: None

PHYSICAL DEMANDS: Standing and sitting for long periods. Lifting and carrying case files weighing up to 20 pounds. Frequently walking to other locations in the Courthouse, which may require using the stairs.

KNOWLEDGE AND SKILLS:

- 1) Knowledge of Court security requirements and procedures.
- 2) General understanding of Courtroom rules, policies, procedures, and processes.
- 3) Familiarity with legal terminology.
- 4) Proficient in MS Word, Excel, and court computer systems.
- 5) Exceptional verbal and written communication skills, including legible handwriting.
- 6) Familiarity with WEJIS, Justice Web, Court recording system and case assignment procedure.
- 7) Time management and strong organizational skills.
- 8) Ability to simultaneously handle several tasks and maintain focus.
- 9) Ability to work as part of the Court team.
- 10) Familiar with Court practices in electronic documents, and recordkeeping.

MINIMUM EDUCATION AND QUALIFICATIONS:

High School Diploma/GED (with prior experience working in the criminal justice system preferred); plus:

- 1) Be able to complete Court security training, includes Complete active Shooter training, unarmed self-defense training, and other security/safety training.
- 2) Independent judgment and experience working with the public.
- 3) Honesty, patience, objectivity, maturity, initiative, adaptability, and effectiveness under stress.
- 4) Professional conduct and attire.
- 5) Must exercise discretion and sound judgment.
- 6) Be able to take a sworn oath to perform duties.

CANDIDATES AND EMPLOYEES ARE SUBJECT TO BACKGROUND CHECKS AND DRUG TESTING.

AT-WILL EMPLOYMENT: EMPLOYEES OF THE COURT ARE AT-WILL EMPLOYEES AND SERVE AT THE PLEASURE OF THE COURT

MANDATORY COVID-19 VACCINATION POLICY FOR NEW HIRES

Beginning November 1, 2021, the Court has a mandatory COVID-19 vaccination policy for new hires. Candidates must be fully vaccinated or become fully vaccinated before their first day of employment and submit proof of their COVID-19 vaccination to the Court.

APPLICATION PROCESS

Please submit a resume with a cover letter and two professional letters of reference to Ann.Murray@daytonohio.gov or by mail to:

**Ann Marie Murray
Court Administrator
Dayton Municipal Court
301 W. Third St., Room 365
Dayton, OH 45402**