

POSITION ANNOUNCEMENT
Butler County Court of Common Pleas
Juvenile Division

CLASSIFICATION TITLE: Bailiff

POSTING DATE	June 9, 2021	APPLICATION DEADLINE	Until Position Is Filled
FLSA STATUS	Unclassified, Non-Exempt	REPORTS TO	Information & Administrative Services Manager
EMPLOYMENT STATUS	Part-Time Employee	WORK SCHEDULE	15 hours weekly * Monday – Friday 8:15 a.m. – 11:15 a.m.
SALARY	\$15.00 hourly		*occasionally required to stay over

DISTINGUISHING JOB CHARACTERISTICS

The Bailiff is responsible for multiple tasks to ensure efficient court operations, including but not limited to providing security and facilitating case flow. The Bailiff will treat all co-workers, supervisors, professionals, and the public with dignity and respect.

MINIMUM QUALIFICATIONS

- Formal law enforcement training, or law enforcement experience preferred
- Experience in dealing with juveniles preferred
- Ability to control critical incidents in the courtroom
- Valid Ohio driver's license
- High School diploma required
- Satisfactory background checks

A letter of interest and resume must be submitted to Butler County Juvenile Court, Attn: Tim Myers, 280 N. Fair Avenue, Hamilton, OH 45011. This information may also be faxed to 513-887-5592. An application may be picked up at the Receptionist's window of the Juvenile Court.

Butler County is an Equal Opportunity Employer

Pursuant to the Americans with Disabilities Act of 1993, Butler County will consider all qualified applicants for employment, including persons with disabilities. The applicant must be able to perform the essential functions of this job with or without reasonable accommodation. Upon the request of any qualified applicant, Butler County Juvenile Court will evaluate any reasonable accommodation that may be needed to enable a disabled person to participate in the application process or perform these essential duties. Any request for such an accommodation must be made at the time that the interview or other job-selection procedure is scheduled.