

**Butler County Court of Common Pleas
Domestic Relations Division**

Bailiff Position

April 2019

Overview

The Domestic Relations Division is seeking applicants for the full-time position of Bailiff. This position provides **primarily clerical support** for assigned courtrooms and facilitates the smooth flow of the dockets.

Primary Responsibilities

The following duties are usual for this position. These duties as outlined are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Arrives to work punctually everyday,
- Refrains from giving legal advice,
- Maintains confidentiality of sensitive information pertaining to the position,
- Greets and directs the public as needed,
- Gathers and sorts all files needed in advance of dockets,
- Monitors court recording equipment to ensure hearing recordings are maintained,
- Maintains a safe work place for employees and the public in general,
- Able to meet established deadlines,
- Sets hearing dates within the case management system,
- Updates litigant information in the database on a daily basis,
- Accurately, completes Affidavits of Indigency, secures signatures and notarizes paperwork,
- Processes petitions for civil protection orders, prepares orders, and files with Clerk's Office,
- Processes warrants issued or recalled,
- Works as a strong team member with other court staff.

Qualifications and Requirements

An appropriate combination of education, training, course work and experience may qualify an applicant for consideration in this position. A minimum of a high school diploma and five (5) years practical work experience in a customer service, criminal justice, law enforcement, or legal setting is preferred. **Applicant must have a high degree of typing accuracy, strong grammar, and punctuation skills.**

Other

This is a non-exempt unclassified position that reports to a supervisor and Court Administrator. Employees serving in this position are "at will" employees. The normal work hours are 8:30 a.m. to 4:30 p.m. with an unpaid lunch hour. A benefits package is offered, including medical, dental, vision, retirement plan, life insurance, deferred compensation and leave time.

Application Process

Qualified applicant may submit a cover letter and resume no later than **April 30, 2019 by 4:00 p.m.**

The material should be submitted to:

Administrative Office
Domestic Relations Division
315 High Street (2nd floor)
Hamilton, OH 45011-6041

The Domestic Relations Division is an equal employment opportunity employer that supports an alcohol and drug free, and a weapons and violence free, work environment.