

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

**Bailiff Position**

Feb. 2018

**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. The starting pay is **\$27,000.00** annually.

**Application Process**

Qualified applicant may submit a cover letter and resume no later than **March 1, 2019 by 4:00 p.m.**

The material should be submitted to:

Administrative Office  
Domestic Relations Division  
315 High Street (2<sup>nd</sup> 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.**