

**Portage County Court of Common Pleas
Probate and Juvenile Division**

POSITION:

Administrative Bailiff

CLASSIFICATION:

This is an unclassified position, serving at the pleasure of the Judge.

DESCRIPTION:

Under administrative direction, works with the Jurists in the courtroom, coordinates with Clerk staff in the personal service of court documents, interacts with the public to facilitate smooth court operations, and performs other administrative tasks. Provides direction and assistance on Court matters to attorneys and the public. This is a full-time position (40 hours per week).

POSITION REQUIREMENTS:

- Critical thinking skills.
- Strong enthusiasm for public service.
- Proficiency in operating a personal computer and Microsoft Office products, such as Word, Outlook, Excel, and Teams.
- Demonstrated ability to work well with different work styles and a wide range of audiences.
- Strong interpersonal, problem solving and organizational skills.
- Ability to maintain utmost confidentiality.
- Demonstrated dependability, reliability, and excellent attendance record.
- Professional appearance and demeanor.
- Ability to interact and maintain effective working relationships with Judge, Magistrate, employees, lawyers, and persons conducting business with the court.
- Reliable transportation and a valid Ohio Driver's License.
- Must pass a criminal background check, including driving record and pre-employment drug test.

DUTIES AND RESPONSIBILITIES:

- Provides assistance to Judge/Magistrate in conducting and scheduling court proceedings.
- Ensures court is operated on schedule and appropriate persons are present in courtroom.
- Monitors and controls ingress and egress to/from courtroom during court session.
- Operates courtroom audio/visual equipment and maintains records of recordings.
- Manages trial evidence, maintains evidence in accordance with retention schedules and facilitates communication with the parties regarding evidence.
- Obtains interpreter services for parties and witnesses, as needed.
- Facilitates indigency filings for litigants, when necessary.
- Takes direction from Judge/Magistrate to maintain courtroom order and ensure adherence to rules.

- Serves summons, subpoenas, and legal documents, when needed, and maintains records of service.
- Facilitates mail and document delivery between Courts and County buildings.
- Manages building and equipment access.
- Administers radio deployment within the courthouse.
- Oversees all safety and security protocols for buildings and staff.
- Other duties and special projects as assigned.

EDUCATION AND EXPERIENCE:

High school diploma or equivalent with vocational/technical training in business or office procedures or a related field and two years of related experience; or any combination of education and experience that provides the requisite knowledge, skills, and abilities for the job is required.

COMPENSATION:

\$20.00/hr + depending on education, experience, and qualifications as determined by the Judge.

BENEFITS:

P.E.R.S., health insurance coverage available, and paid vacation after first year of public service.

APPLY ONLINE AT:

<https://www.portagecounty-oh.gov/human-resources/pages/job-opportunities>

Please submit a resume and cover letter when completing the online application.

APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED