

**New Philadelphia Municipal Court  
Position Description**

<b>Division/Department: New Philadelphia Municipal Court</b>
<b>Location: 166 East High Ave., New Philadelphia, OH 44663</b>
<b>Job Title: Part-Time Bailiff/Court Security Officer</b>
<b>Reports to: Chief Bailiff/Court Administrator/Judge</b>
<b>Hours: As assigned (between 8:00 a.m. and 4:30 p.m. M-F)</b>

Exempt     Non-exempt

**Summary of Position:**

The primary responsibility of the court bailiff/security officer is to enforce the rules of the court and provide security to all court personnel and the general public.

**Education Requirements:**

High School Diploma or Equivalent

**Certification and/or Licensure Requirements, Knowledge, Skills and Abilities:**

Valid Ohio driver's license, Certificate of basic police officer training or basic court officer training or willingness to obtain such training, yearly firearms qualification through a law enforcement agency. Must be able to write, speak and understand the English language. Must be able to make independent decisions when circumstances warrant such actions. Must possess the ability to deal tactfully and professionally with Court personnel, the Court, community representatives and the general public. Must be able to manage time and responsibilities effectively. Must be bondable.

**Specific Duties include, but are not limited to:**

1. Adhere to the policy and procedures as documented in the New Philadelphia Municipal Court Employee Handbook.
2. Follow duties outlined in Ohio Revised Code section 1901.32
3. Operation of the metal detector at the front door
4. Enforcing rules of the court and safeguarding court personnel
5. Providing security in the courthouse and courtrooms
6. Administering oaths
7. Guarding juries
8. Taking offenders into custody
9. Service of subpoenas, writs and various court documents
10. Administrative support of Judge and/or Magistrates
11. Transportation of court deposits to the bank
12. Opening and closing of the courthouse

**Work Experience Requirements:**

Law enforcement experience, experience in court security or bailiff duties.

**Physical and Sensory Requirements (with or without reasonable accommodation):**

1. Must be able to operate office equipment such as computer, copier and fax machine.
2. Must be able to move intermittently throughout the day.
3. Must possess sight/hearing senses or use prosthetics that will enable these senses to function adequately so that requirements of the position can be fully met.

**This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.**

**The provisions of this job description do not constitute a contract, expressed or implied, and any provision contained in this description may be modified or revoked without notice.**