

POSITION DESCRIPTION:

Bellefontaine Municipal Court

Full-Time (FT) Deputy Bailiff

The Bellefontaine Municipal Court is hiring one (01) Full-Time (FT) Armed Deputy Bailiff to provide for the safety and security of the Judge, court staff, and visitors for forty (40) hours per week.

The Deputy Bailiff (DB) will work closely with the Judge, Bailiff, and Clerk of Courts to provide the overall court building security in the Court's mission to be a safe and secure facility for all who enter in order that justice may be sought and not unjustly interrupted.

Essential functions will be to provide courtroom security and order during arraignments and hearings, conduct jail inmate arraignments, transport inmates for court, transport wanted persons, execute bench warrants, serve civil papers, conduct eviction "set-outs", monitor CCTV, conduct bank deposits, control visitor access, respond to security situations or alarms, expel unruly individuals, detain more serious offenders, dispatch Police personnel when appropriate, and answer routine questions of general public. The DB is responsible for visitor compliance with all established rules and regulations of the Bellefontaine Municipal Court, and must perform all work duties and activities in accordance with the Court's policies/procedure and safety manual. The DB must be able to communicate and cooperate with the Judge, Bailiff, Clerk of Courts, Deputy Clerks, Probation Officers, Dispatchers, Jail staff, attorneys, prisoners, public, outside agencies and other individuals as needed to coordinate work activities, exchange information and resolve conflict.

Ideal candidates are current law enforcement officers (LEO), or recently retired LEO with current OPOTC certification as an Ohio Peace Officer with the ability to become OPOTC certified as a Court Officer.

The **base rate of pay is \$25.00 per hour** with an Educational Incentive Compensation (EIC) added to the base pay at the rate of \$.48/hour for an Associate's, and \$.96/hour for a Bachelor's degree!

Full Benefits to include: Health, Dental, & Vision Insurance, HSA, Life Insurance, Vacation, Sick Leave, Bonus Day leave, OPERS retirement, and Tuition Reimbursement.

Persons interested in this position should email their resume, cover letter, copy of college degree if desiring EIC, and OPOTC Ohio Peace Officer certificate to: Karla Stevens, Clerk of Courts at: kstevens@ci.bellefontaine.oh.us, or Curtis Smith, Bailiff at: csmith@ci.bellefontaine.oh.us

The anticipated start date for this position is January 2024.