

**POSITION DESCRIPTION**  
**GEAUGA COUNTY COURT OF COMMON PLEAS**

**Position:** **Bailiff**  
**Status:** Exempt, Unclassified  
**Reports to:** Appointing Judge  
**Work Schedule:** Full-time (40 hours per week) 8:00 a.m. to 4:30 p.m. Monday-Friday.  
Occasional overtime may be required.

**JOB DESCRIPTION:** Under the general supervision of the Appointing Judge, is responsible for overseeing conduct of the courtroom and the jury, while performing a variety of administrative responsibilities. Additional duties may be assigned by the Judge. Serves at the discretion of the Appointing Judge as a member of the Appointing Judge's personal staff.

**JOB RESPONSIBILITIES:** To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans with Disabilities Act, in accordance with its requirements.

- Maintains court calendar and schedules cases for Appointing Judge and coordinates schedules with other judicial agencies.
- Prepares courtroom; opens court proceedings; maintains court decorum; swears in Grand Jury and provides other courtroom functions as assigned by Appointing Judge.
- Supervises jurors before, during and after trial, including during jury views. Assists Jury Commissioner.
- Oversees case management duties through manual and e-filing processes.
- Coordinates out-of-docket activity with attorneys, jail and parties and provides case management information to the appropriate agencies and personnel.
- Prepares case notices and conducts telephone conferences, manages mail and assists judge with coordinating case activities.
- Reviews filings with e-filing system and disseminates same as appropriate for processing.
- Prepares and submits Ohio Supreme Court Report and Activity Report.
- Proficient utilization of Word, Excel and Courtview programs.
- Conducts physical case inventory.
- Prepares and submits bi-weekly payroll to County Auditor's Office.
- Provides administrative help to other court staff as needed.
- Trained on courtroom video/audio systems to proficiently use/troubleshoot issues as they arise.
- Trial and hearing support, including escorting attorneys and parties into the courtroom and copying exhibits on request.
- Greets, screens, assists and directs attorneys, parties, witnesses and the public who visit or call the Court. Answers general questions or refers them to appropriate personnel. Takes messages.
- Timely responds to all voicemails, emails and correspondence.
- Assists with jury management and general court administrative duties.
- Demonstrates regular and predictable attendance during normal operating hours.
- Meets all job safety requirements and all applicable OSHA standards that pertain to essential functions.
- Must have and maintain a valid Ohio driver's license and satisfactory driving record.

- Performs any and all other duties as assigned or directed by the Appointing Judge.
- The position requires some overtime hours, although minimal.

**KNOWLEDGE, QUALIFICATIONS, SKILLS AND ABILITIES:** To perform this job successfully, an individual must demonstrate the following:

- Excellent interpersonal skills and ability to communicate effectively, both orally and in writing, with Judges, Magistrates, employees, attorneys and the public.
- Excellent spelling, punctuation and grammar skills and efficient and accurate keyboard ability.
- Ability to operate various office machines (e.g., computer, copying and fax).
- Proficiency with Microsoft Word 2016 or above; experience in all other Microsoft applications preferred.
- Ability to learn and use Court's e-filing system.
- Familiarity with legal terminology.
- Government structure and process, courtroom procedures, legal terminology and document identification.
- Attention to detail and accuracy and the ability to understand and follow instructions.
- Ability to work independently, often with minimal supervision and generate high quality work product.
- Ability to meet tight deadlines.
- Ability to be flexible and adapt to change with little notice.
- Ability to maintain sensitive and confidential information.
- Ability to work collaboratively in a team environment.
- Ability to demonstrate sound ethics and judgment and to maintain confidentiality of information.
- Ability to multi-task.
- Effective time management, reliability and punctuality.
- Professional appearance and demeanor at all times.
- Command of the English language, word usage, spelling, sentence structure and punctuation.
- General office practices and procedures.
- Demonstrates skill in operating computer, application of software programs, data entry, maintenance of records, filing documents and general case management.
- Ability to maintain good public relations as Court representative.
- Ability to establish and maintain effective work relationships with Appointing Judge, associates, attorneys and job contacts.
- Ability to maintain court security; appropriately respond to general questions pertaining to court processes and requirements.

**TERMS OF EMPLOYMENT:** Works at the pleasure of the Appointing Judge. Works in an unclassified and exempt position. Does not qualify for overtime under the Fair Labor Standards Act and is not eligible for Family Medical Leave.

**EQUIPMENT:** Computer, printer, copier, telephone, calculator, fax machine and other general office equipment.

**CONTACT WITH OTHERS:** Judges, attorneys, prosecutors, public defenders, jurors, Supreme Court, State Offices, Federal and other Courts, Sheriff's Office, maintenance staff, litigants, witnesses, general public and other court staff.

**CONFIDENTIAL DATA:** Presentence investigative reports, medical and psychological evaluation records, court questionnaires and sealed court files.

**USUAL PHYSICAL DEMANDS:** The following physical demands are typically exhibited by employees performing this job's essential duties and responsibilities. These physical demands are not and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.

While performing duties of this job, the employee regularly exhibits digital dexterity when working on the computer. The employee frequently sits for extended periods of time and occasionally stands and walks. Employee converses verbally with others in-person and by telephone. Vision demands include close, relatively detailed vision when entering and working with data and using a computer screen.

**DISCLAIMER:** The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. The Judges have the sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.

**QUALIFICATIONS:** High school diploma or equivalent with at least three years' experience working as a legal secretary; or any combination of education and experience that provides the requisite knowledge, skills and abilities for this job. Work and familiarity with a court systems and programs is preferred. Prior experience working in the court system is a plus. Excellent communication, time management and typing skills. Must pass a criminal background check, including driving record and pre-employment drug test.

**My signature below is acknowledgment that I have reviewed and understand the contents of my position description. I am aware of the requirements of my position and will perform to the best of my ability the job duties and requirements specified in this position description.**

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Employee Signature

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Date