



**Geauga County Ohio
Court of Common Pleas
Job Opportunity**
An Equal Opportunity Employer

POSITION: BAILIFF

DEPARTMENT: Geauga County Court of Common Pleas – Bailiff
LOCATION: 100 Short Court Street, Chardon, OH 44024
WORK HOURS: 8:00 A.M. to 4:30 P.M., with some limited overtime
FLSA STATUS: Salaried/Not covered by FLSA
SALARY: \$55,000-\$60,000 commensurate with experience.

QUALIFICATIONS are listed below.

Acceptable qualifications may consist of a combination of training and work experience indicating knowledge, skills and abilities related to the job.

The job description and application is posted on the Court's website at:
<https://co.geauga.oh.us/commonpleas/General-Division/Jobs>

JOB DUTIES are listed below.

This is a responsible position that assists with the daily operations of a courtroom under supervision of an assigned Judge. The Bailiff assists the Judge in any capacity necessary to ensure the proper functioning of the courtroom.

The Bailiff: coordinates daily courtroom activities; formally opens and closes court sessions; calls and swears in witnesses; maintains a daily court calendar for the Judge; schedules cases on the court's docket, denoting important dates, including discovery/motion deadlines, hearings, conferences, trials etc. The Bailiff also coordinates the Court's needs with the Court Reporter; Jury Commissioner; Probation; Clerk of Courts; Sheriff's Department; and Court Administration.

The Bailiff maintains a desirable courtroom appearance and monitors and requisitions needed supplies. Keeps cases up-to-date on a daily basis with case status information. Prepares, reviews and processes all necessary courtroom paperwork, including monthly caseload reports regarding case assignment and disposition. Facilitates receipt of reports needed by the Judge, including: pre-sentence investigation reports; victim impact statements; psychiatric reports; probation reports; and treatment reports. Coordinates needs and supervises jurors during trial; accompanies jurors in the event of sequestration. Screens individuals desiring to meet with the Judge. Maintains courtroom security in cooperation with the Sheriff's Office. Also performs general secretarial duties, including answering telephone inquiries and performs related work.

Send cover letter, application, resume and signed job description to: cpgd-hr@geaugacourts.org