

# SANDUSKY COUNTY

An Equal Opportunity Employer

## POSITION DESCRIPTION

**Agency:** Common Pleas Court  
**Name:**  
**Class Title:** Bailiff

**Unit:**  
**Position Title:**  
**Class Number:**

**Dept./Div.:** Common Pleas Court  
**Reports To:** Court Administrator  
**Pay:** Court Order

**Civil Service Status:** Unclassified  
**Employment Status:** Full Time  
**FLSA Status:** Non-exempt

**QUALIFICATIONS:** An example of acceptable qualifications:

Must be a high school graduate. Must have the physical ability to perform tasks of the job in securing, offenders, or probation violators and be physically able to provide security for the court. Must have exceptional communication skills to work with people who are under great stress and be able to diffuse potentially hostile situations. Must have writing skills, computer competency, and typing skills. Willingness to participate in continuing education/ongoing security training and maintain the confidentiality of the courts is a must. Must be able to pass background check and drug screen. Must be able to present yourself well in front of large numbers of people. Must be a self-starter capable of working with little or no supervision. Must be twenty-one (21) years of age or older.

**LICENSURE OR CERTIFICATION REQUIREMENTS:** Must possess valid Ohio vehicle operator's license with acceptable driving record.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all-inclusive. Motor Vehicle, computer, printer, copy machine, facsimile machine, calculator.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING**

**CONDITIONS:** For purposes of ORC 4167.

Occasional - Exposure to bodily waste, tissue or fluids and outside weather conditions.

Periodic - Contact with potentially violent or emotionally distraught persons who react to stressful situations

The employee is exposed to, use or work with or in the vicinity of general office equipment, noise, lighting, eye strain, ergonomics, electrical hazards, trip hazards, exits, stairways, ramps, shelving, portable fire extinguishers and the general public.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The Essential Functions of the position identified on subsequent pages are for purposes of 42 USC 12101. My signature below signifies that I have reviewed and understand the contents of my position description and I can perform all the essential functions of this position description.

\_\_\_\_\_  
(Approval of Appointing Authority)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee Printed Name)

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## POSITION DESCRIPTION

<b>Agency:</b>	Common Pleas Court	<b>Unit:</b>	
<b>Name:</b>		<b>Position Title:</b>	
<b>Class Title:</b>	Bailiff	<b>Class Number:</b>	
<b>Supervisor's Title:</b>	Court Administrator	<b>Number:</b>	

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**Supervises:** N/A

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### JOB DESCRIPTION AND WORKER CHARACTERISTICS:

#### JOB DUTIES: In order of importance

#### ESSENTIAL FUNCTIONS OF THE POSITION: (\* indicates developed after employment)

80% (1) Under the direction of the court, you must have reasonable knowledge of the criminal court and its operation. Must maintain security at all time during court to assure that the judge, court personnel, and any persons visiting the courts are safe. Must have the ability to recognize any unusual or threatening conditions and take appropriate action. May be responsible to complete various forms, answer telephone and take messages.

(1) **Knowledge of:** (a); (b); (c); (d); (e).  
**Skill in:** (f); (g).  
**Ability to:** (h); (i); (j);(k); (n); (o); (p); (q).

20% (2) May be required to conduct all phases of court including swearing in witnesses and swearing in the jury; advising court personnel and attorneys when verdicts are reached; escort defendants to and from the courtroom; collects evidence from juries and operate digital recorder; contact a variety of court personnel, government workers and lawyers. May occasionally take custody of sentenced or arrested person in the courtroom.

(2) **Knowledge of:** (a); (b);(c); (d); (e).  
**Skill in:** (f); (g).  
**Ability to:** (h); (j); (l); (m); (n); (o); (p); (q).

#### OTHER DUTIES AND RESPONSIBILITIES:

Other duties as assigned by Judge's.

#### MINIMUM ACCEPTABLE CHARACTERISTICS: (\* indicates developed after employment)

**Knowledge of:** (a) office practices and procedures;\* (b) department policies and procedures;\* (c) court filing procedures; (d) legal terminology; (e) courtroom procedures and practices;

**Skill in:** (f) computer operation; (g) motor vehicle operation.

**Ability to:** (h) deal with many variables and determine specific action; (i) exercise independent judgment and discretion; (j) communicate effectively; (k) resolve complaints; (l) maintain records according to established procedures; (m) gather, collate, and classify information; (n) read and comprehend simple instructions; (o) frequently stand and walk for long periods of time; (p) occasionally lift and/or move more than 100 pounds; (q) regularly and predictably work scheduled shifts.