

Hiring Deputy Bailiff Bellefontaine Municipal Court

Starting Salary

\$25 an hour extra \$.48 an hour with Associate's Degree, \$.96 an hour with Bachelor's Degree, \$1.30 an hour with Master's Degree 120-day probationary period.

Benefits

Health, Dental, & Vision Insurance, HSA, Life Insurance, Vacation, Sick Leave, Bonus Day Leave. OPERS Retirement, Tuition Reimbursement, Deferred Compensation 457 program available. Uniforms provided. Supplemental Insurance also available.

Preferred Qualifications

Current or recently retired law enforcement officer. Valid OPOTC Peace Officers Certificate or Court Officer/Security Certificate through OPOTC. Or have the ability to become OPOTC certified as a Court Officer.

Required Qualifications

21 Years of age. Valid Ohio Operators License. High School Graduate.

Job Description

Provide courtroom security. Provide for the safety and security of the Judge, court staff, and all visitors to the court.

Security Screen subject(s) entering the court building.

Conduct Inmate Arraignments from the jail via video.

Transport Inmate(s) to and from the jail to the court and corrections facilities.

Transport Wanted Person(s) to and from corrections facilities and court.

Serve Civil Paperwork for the court.

Conduct Evictions (set-outs) for the court.

Monitor Court Video Surveillance and Court Alarm system

Clerk of Courts Bank Deposit(s)

Be able to communicate and cooperate with Judge, Bailiff, Clerk of Court, Deputy Clerks, Probation Officers, Law Enforcement, Jail Staff, Attorneys, Public in general.

Be able to be trusted with confidential information.

How to Apply

Interested persons should email their resume, cover letter, copy of high school diploma, and if applicable copy of college diploma, and or OPOTC certificate(s) to: Chief Bailiff Chris Burmeister at: cburmeister@ci.bellefontaine.oh.us