



CITY OF PATASKALA, OHIO POSITION DESCRIPTION

POSITION TITLE:	Mayor's Court Bailiff
HOURLY PAY RANGE:	\$18.00
POSITION TERM:	Part-Time
DEPARTMENT:	Mayor's Court
POSITION REPORTS TO:	Mayor and City Administrator
NUMBER OF OPENINGS:	One (1)
FLSA STATUS:	Non-Exempt
CIVIL SERVICE STATUS:	Unclassified

JOB DESCRIPTION:

General Purpose of Position:

This position is responsible for the safe and orderly function of the Pataskala Mayor's Court. The position encompasses both the role of court security and court bailiff. These duties have overlapping responsibilities. The primary responsibility of the Court Security Officer will be the security and safety of everyone in the courtroom especially the Magistrate, Court Clerk and Prosecutor. As the Court Bailiff, the Bailiff serves the court and is responsible for maintaining order in the courtroom and makes sure everyone complies with the rules and regulations of the court and as ordered by the Magistrate.

Essential Functions of Work:

(May not include all duties performed)

Court Security

- Promoting and enforcing lawful and respectful behavior in the courtroom as well as in the lobby. They will maintain a constant monitoring for any breach to security.
- Responsible for enforcing the rules and regulation pertaining to the safe and proper conduct in the courtroom, lobby and as ordered by the Magistrate. The Court Security Officer will screen and check bags/large purses for weapons of anyone who enters the courtroom.

- Obtain any training that may be necessary or desirable in the performance of their duties. The Court Security Officer will carry a firearm, handcuffs and any other self-defense weapons for which they are trained, certified and authorized to carry.

Court Bailiff

- Responsible for maintaining order in the courtroom and ensures that participants comply with the rules and regulations of the court and as ordered by the Magistrate.
- The Bailiff will announce the Magistrate at the beginning of the court session and operate the court video of the defendant's rights. During court sessions, they will hand court file from the Magistrate to the Clerk to process.
- Set up and tear down the courtroom tables and chairs including the court sign in the lobby.
- Demonstrates regular and predictable attendance.
- Performs other related duties as required or as assigned.

Knowledge, Skills, and Abilities:

- Licensed to carry a firearm as a Law Enforcement Officer.
- Thorough knowledge of the operations of the court.
- Ability to exercise mature judgment, maintain confidentiality, and make responsible decisions in accordance with established policies and procedures.
- Ability to deal with the public tactfully and courteously.

MINIMUM REQUIREMENTS FOR ENTRY TO POSITION

- **Citizenship.** Must be a citizen of the United States and at least 21 years of age.
- **Education.** High School diploma or equivalent, supplemented by additional training or education in court administration.
- **Experience.** Prior Ohio Peace Officer (e.g. law enforcement officer) is required.
- **Licensure or Certification Requirements.** Must be (or become within 90 days of hiring) qualified to carry a firearm as provided by the Ohio Police Officers Training Academy (OPOTA) or equivalent as set forth by the Ohio Supreme Court..
- **Other.** Prior military service with honorable discharge preferable. Must be of good moral character with an outgoing and friendly personality.

Working Environment and Conditions:

- May be required to work into the early evening hours depending upon length of court proceedings.
- Regularly, exerting up to 10 pounds of force to lift, carry, push, pulling or otherwise move objects. Occasionally, exerting over 10 pounds.
- Standing most of the time, but also involves walking for periods of time.
- The position reports to the Mayor and Magistrate as it relates to the operation of the court itself, but to the City Administrator for all management-related issues including (but not limited to) leave requests, evaluations and discipline.

Approved by the Personnel Board of Review on March 25, 2020