

OBERLIN MUNICIPAL COURT JOB DESCRIPTION

Part Time Bailiff / Court Security Officer

Title: Part Time Bailiff / Court Security Officer **Department:** Oberlin Municipal Court

Supervisor: Chief Bailiff
Bailiff/Court Security Officer

Positions Supervised: N/A

Status: Part-time

Exemption Category: N/A

FLSA Status: Non-Exempt

Pay Range: \$15.00 - \$17.00 per hour

Bargaining Unit: N/A

Schedule: Part-time as assigned

This description is meant to represent a body of work typically performed in this position but does not necessarily represent all of the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.

General Statement of Duties:

This position will perform the duties of a bailiff as that term is used in R.C. 109.77(D) and OAC 109:2-5-01(D) and also perform building security / safety duties and operate building security systems.

Job Duties (including but not limited to):

- Carry a firearm and/or TASER and must maintain all qualifications and training as approved by the Ohio Peace Officer Training Commission.
- Perform physical security and safety duties.
- Respond to medical emergencies and maintain a First Aid/CPR/AED certification per the certifying organization's requirements.
- Inspect, monitor, control and patrol work sites, assigned locations, property and/or people.
- Operate building security, badging, and access systems.
- Conduct building walk-throughs according to schedule.
- Implement emergency procedures for building operations.
- Delivery and service of summons, subpoenas and writs.
- Perform such other necessary duties as the judge may direct.
- Regular, reliable, and punctual attendance is required

Minimum Qualifications:

Applicant must possess a high school diploma or GED. Must be U.S. citizen or applying to be U.S. citizen.. Requires a minimum of 1-3 years of progressively responsible experience in the public security field, military, or law enforcement. Previous experience with using a firearm, TASER, magnetometer, and X-ray equipment a plus. A valid driver's license is required. Must pass physical examination, drug screen, and background investigations

Required Knowledge, Skills and Abilities:

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- Ability to perform routine office procedures, including typing
- Knowledge of the operation of security equipment.
- Ability to successfully complete and maintain TASER training and firearms certification as prescribed by the Ohio Peace Officers Training Commission.
- Ability to successfully obtain and maintain certifications in First Aid/CPR/AED.
- Requires the ability to follow written and verbal instructions.
- Requires the ability to communicate effectively, both verbally and in writing, to establish positive public relations and to interact effectively with the judge, attorneys, supervisors, co-workers, and the public.
- Requires the ability to lift and carry 50-80 pounds unassisted, stand and walk up to 75% of shift, and the ability to climb stairs.
- Requires the ability to manage conflict and to interact with people who may be confused, angry and/or openly hostile, while maintaining proper temperament and composure
- Ability to maintain confidentiality and handle sensitive issues with discretion and sound judgment

Special Requirements:

- Employee is authorized to carry a TASER and/or firearm at all times while on duty and employee is required to maintain TASER and firearms training as approved by the Ohio Peace Officer Training Commission. This position is regularly exposed to sensitive information and the employee is expected to keep any such information strictly confidential.

Technical Skills:

- Security attributes including confidentiality, integrity, availability, and authentication, ensuring data protection and secure operations are required.

Professional Skills:

- Attention to Detail, Conflict Management, Situational Awareness, Observation.

Hours and Benefits:

This position will work either a 22.5 hour, three-day workweek or a 15 hour two-day workweek. This schedule will allow each Officer to have a scheduled day off on a set day of the week, rotating the days off monthly. Each officer will work a 7.5-hour day (0730-1600) with a half hour lunch. Position is not eligible to work remotely but will work a modified schedule.

Work Environment and Equipment Utilized:

Standard office equipment is utilized routinely in the job and the work is generally performed in a typical office environment with adequate lighting, ventilation, and temperature controls. The employee may be required to sit or stand for extended periods of time and perform routine physical tasks such as bending, squatting, lifting, and reaching.

This job description does not constitute an employee agreement between the court and employee and is subject to change by the court as the needs of the court and requirements of the job change.

Approved by:

Appointing Authority Signature/Date

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Employee Acknowledgement:

By signing below, I acknowledge that I have received a copy of this job description.

Employee Printed Name

Employee Signature/Date