

Bailiff (Part-time)
Napoleon Municipal Court

The Napoleon Municipal Court is currently accepting applications for the position of Bailiff. This is a part-time position with hours not to exceed 20 per week. Applicant must possess a high school diploma or equivalent. Prior experience preferred. A valid State of Ohio's Driver's license is required. Candidate must have OPOTA weapons certification and if hired must be able to complete court security certification. The pay rate would be \$15.00 per hour. Successful applicant may be required to submit to drug screen and background check. Applications may be obtained beginning Monday, January 15, 2018 between 7:30 a.m. – 4:00 p.m. from the City of Napoleon's Administration Building, 255 W. Riverview PO Box 151, Napoleon, Ohio, 43545 or downloaded from the City of Napoleon's website (www.napoleonohio.com). A properly completed **notarized** application must be returned to the above address by 4:00 p.m. on Wednesday, January 31, 2018 to be considered. Applications submitted without following the above requirements will not be considered for employment. The City of Napoleon is an Equal Opportunity Employer.