

Bailiff
Napoleon Municipal Court

The Napoleon Municipal Court is currently accepting applications for the position of Bailiff. This is a full-time position. An Applicant must possess a high school diploma or equivalent and be at least 21 years of age. Prior experience preferred. A valid State of Ohio's Driver's license is required. Candidate must have OPOTA firearms certification and if hired must be able to complete court security certification and Less Lethal Chemical Munitions (OC Spray) Certification. Prefer the individual to have an OPOTA Peace Officer Certification, but not required. The salary range is from \$43,601 - \$61,799 a year. Successful applicant may be required to submit to drug screen and background check. Applications may be obtained beginning Friday, September 20, 2024 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 Friday, October 4, 2024, 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.

City of Napoleon

MUNICIPAL COURT BAILIFF

Department: Municipal Court
Reports to: Judge
FLSA Status: Salaried (Exempt)
Civil Service: Un-Classified (Non-Competitive)
Union: N/A Non Bargaining
Prepared by: Sean Walker, Bailiff
Approved by: Judge Elizabeth J. Schuller
Date: September 18, 2024

SUMMARY

The Bailiff of the Napoleon Municipal Court shall perform court duties similar to those performed by the Sheriff for the Court of Common Pleas and shall perform any other duties assigned by the Judge or as directed by the Rules of Court and Ohio Revised Code. The Bailiff serves as a personal staff member of the Judge.

DUTIES AND RESPONSIBILITIES

- Maintain order in the court, building security and cleanliness of the courtroom.
- Operate magnetometer and x-ray machine and conduct searches of persons entering the building as necessary.
- Executes warrants, writs and any other civil process as directed by the Judge.
- Administers oaths to witnesses and jurors when required and receive verdicts in the same manner and form as the Clerk or Deputy Clerk.
- Immobilizes vehicles as ordered by the Court.
- Send referrals for drug/alcohol treatment.
- Complete records checks as requested.
- Maintains security for jurors when required.
- Provides prisoner transport and security when required.
- Call the Court to order and announce the entrance of the Judge.
- Assist Clerk and Deputy Clerks as requested or necessary.
- Complete minor building maintenance as needed.
- Prepare Court docket.
- Fingerprint defendants when required and maintain records of same.
- Maintain a pool of potential jurors and call same when required.
- Any other duties as directed by the Judge.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of that knowledge, skill and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be 21 years of age or older.
- Have knowledge of Court procedures, tact when dealing with difficult persons and the public, be in good physical condition.
- It is preferred but not required that the Bailiff is or has been certified as a peace officer in the State of Ohio.
- Ohio Peace Officer Training Academy firearms certification.
- Must be able to control physically combative persons.
- Current or willing to obtain certification in less lethal chemical munitions (OC spray).
- Posses a valid Ohio driver's license.
- Not be prohibited from using or possessing firearms.
- No felony, offense of violence, drug or theft related convictions.
- Be fluent in written and spoken English.
- Be a legal citizen of the United States.
- Ability to be bonded.

EDUCATION AND OR EXPERIENCE

- High school diploma or equivalent.
- Working knowledge of the criminal justice system.
- Knowledge of prisoner booking and handling.
- Any prior experience, certification or training which provides the required knowledge, skills and abilities relevant to the position.

WORK ENVIRONMENT

- Generally, work is performed inside the building. Duties will require travel from time to time within and outside of the county.