

POSITION VACANCY

**APPLICATIONS WILL BE ACCEPTED FROM IN-HOUSE APPLICANTS ONLY
BEGINNING NOVEMBER 25, 2024 THROUGH NOVEMBER 29, 2024.**

**APPLICATIONS FROM THE GENERAL PUBLIC WILL BE ACCEPTED
BEGINNING NOVEMBER 30, 2024 OR UNTIL POSITION IS FILLED.**

Online: www.co.wayne.in.us/web/jobs/index.php

JOB TITLE: Circuit Court Bailiff, #10806

Date Posted:	November 25, 2024
Department:	Circuit Court
Hours:	37.5/wk.
Salary:	\$22.94/hr. (2024)
	\$24.18/hr. (2025)

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Wayne County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would cause an undue hardship.

Incumbent serves as Court Bailiff for the Wayne County Circuit Court, responsible for maintaining order in the court and processing various criminal and infraction cases.

DUTIES:

Maintains order in the court room.

Processes various criminal and infraction cases, including sending out notices of court dates or sending tickets to the Bureau of Motor Vehicles.

Checks in jurors and oversees jury selection.

Completes various documents to ensure that jurors receive credit and proper salary compensation.

Operates postage meter to send outgoing mail.

Maintains organized files, including filing cases according to dates of hearings.

Testifies in court proceedings or hearings as required.

Compiles data for various departments upon request such as CCS, notices, and information forms.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Working knowledge of state statutes, standard office and court policies/procedures, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling, and pronunciation.

Ability to operate a variety of standard office equipment including computer, typewriter, calculator, fax machine, postage meter, copier, switchboard, and telephone.

Ability to effectively communicate orally and in writing with co-workers, other County departments, and the general public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to compile, collate, or classify data and compare or observe similarities and differences between data, people, or things.

Ability to count and compute arithmetic operations.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect including occasional encounters with irate/hostile persons.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time, and work rapidly for long periods, often under time pressure.

Ability to understand, carry out, memorize, and retain oral or written instructions.

Ability to file, post, and mail materials.

Ability to apply knowledge of people and locations.
Ability to present findings in oral or written form and prepare detailed reports.

Ability to plan and layout assigned work projects.

Ability to testify in legal proceedings/court.

Ability to plan and present presentations.

Ability to occasionally work extended hours and evenings.

Possession of a valid driver's license and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs standard, recurring duties according to well-established policies and procedures. Work priorities and schedules are determined by the service needs of the public. Decisions are always determined by specific instructions or specific policies and procedures. Errors in work are primarily prevented and detected through prior instructions from supervisor and notification from other departments or the public. Undetected errors could result in loss of time to correct errors, work delays in other departments, and inconvenience to other agencies or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains communication with co-workers, other County departments, and the general public for the purpose of giving and receiving information.

Incumbent reports directly to the Circuit Court Judge.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in the courtroom and in a standard office environment, involving sitting, standing, or walking for long periods of time, sitting, and walking at will, lifting, or carrying under 25 pounds, pushing, or pulling objects, bending, crouching, kneeling, fingering/handling/grasping objects, reaching, keyboarding, depth, and color perception, close and far vision, speaking clearly and hearing sounds/communication.

Incumbent may work with or be exposed to violent/irate individuals and respond to situations involving potential physical harm to self and others. Incumbent occasionally works extended hours and evenings.

APPLY AT:

Wayne County Government
Human Resource Department
401 E. Main Street
Richmond, IN 47374

On-Line:

www.co.wayne.in.us/web/jobs/index.php

***WAYNE COUNTY GOVERNMENT
IS AN EQUAL OPPORTUNITY EMPLOYER***