



DELAWARE MUNICIPAL COURT
JOB OPPORTUNITY

BAILIFF/SECURITY OFFICER

Qualifications:

The successful candidate will have a high school diploma or GED. A thorough knowledge of and/or demonstrated experience in the field including firearms, a basic knowledge of the use of computer equipment and audio/video equipment, a positive attitude, effective communication skills in working with the public, and the ability to work well in a team environment. The candidate should have a working knowledge of Ohio Court Systems and should have a background in law enforcement, probation or related field.

Requirements:

Must possess a valid Ohio driver's license. Must successfully complete OPOTA firearm qualification, or provide current certification.

Job Description

NATURE OF WORK: Assists in carrying out the duties and assignments of the security division.

ILLUSTRATIVE EXAMPLES OF WORK:

Provide security for the court facility to include staff, public and prisoners. Maintain the integrity of the court by controlling the demeanor of participants in the criminal justice process both in the courtroom and outside the courtroom, safeguard evidence/exhibits as directed, process prisoners.

Serve legal process, both criminal and civil.

Essential Functions

Provide security for the court facility to include staff, public and prisoners. Maintain the integrity of the court by controlling the demeanor of participants in the criminal justice process both in the courtroom and outside the courtroom.

Safeguard evidence/exhibits as directed.

Process prisoners.

Serve legal process, both criminal and civil.

Knowledge, Skills and Abilities

Thorough knowledge of the security field, including firearms.
Basic knowledge of the use of computer equipment and audio/video equipment.
Positive attitude.
Effective communication skills in working with the public.
Ability to work well in a team environment.
Working knowledge of Ohio Court Systems.

Illustrative Examples of Work / Physical Requirements & Working Conditions:

Physical Requirements And Working Conditions

Majority of work is performed in an office environment or courtroom where the physical demands require sitting and standing for extended periods of time; may include exposure to potential personal danger.

Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and to communicate effectively with others in person.

Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and to review, evaluate and prepare a variety of written materials on a computer.

Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to use a firearm safely and effectively, to direct people and utilize equipment required for the performance of duties. May require the arrest of uncooperative individuals and taking them into custody. Will require dealing with prisoners transported to and from the County Jail on a daily basis.

Sufficient ability and strength to lift, carry, or otherwise move objects up to 50 pounds for varying distances.

Required Training, Experience, and Qualifications:

High school diploma or GED equivalent.
Demonstrated experience in the security field, law enforcement, and/or probation or related field, including firearms.
Must possess a valid Ohio driver's license.
Must successfully complete OPOTA firearm qualification upon hire, or provide current certification.
Must be honest, dependable and trustworthy.
Must pass an extensive background check.

Salary: Competitive merit pay beginning at \$16.28 per hour. An attractive benefits package is offered for full time employees, including medical and dental insurance, a retirement plan, deferred compensation, and leave time.

This is an unclassified, non-union, at-will position.

Application/Resume: Applications are available at the Delaware Municipal Court, Justice Center, 70 North Union Street, Delaware, Ohio, 43015, or online at the following [website](#). Candidates must submit an application, with a résumé and cover letter to the Delaware Municipal Court, c/o Rick Fair, Justice Center, 70 North Union Street, Delaware, Ohio 43015.

Deadline: **April 20, 2018**

Equal Employment Opportunity Employer