

Deputy Bailiff

The Perrysburg Municipal Court is seeking a part-time Deputy Bailiff to assist in managing the Court's docket. This position is under the direct supervision of the Chief Bailiff of the Perrysburg Municipal Court and hours vary (typically between 64 to 80 hours a month within a rotating schedule). Hours of operation are first-shift. The Court opens at 8:00 a.m. and officially closes at 4:30 p.m. The Deputy Bailiff is also responsible for working Tuesday evening night court. Starting pay for position is \$16.00 per hour.

Brief Description of Position Responsibilities:

- The qualified candidate will operate primarily in the Courtroom(s); assisting the Judge in managing the flow of cases and recording all proceedings on the Court's in-house, digital recording system;
- The qualified candidate will also act as the security inside the Courtroom(s);
- As a member of the Chief Bailiff's staff, the qualified candidate will also assist in managing courthouse security including security checks of courthouse visitors, transporting prisoners, and managing prisoners in the Court's holding areas;
- Deputy Bailiff(s) are subject to working varied hours as required during assigned shifts and working additional hours dependent upon court staffing needs;

Qualification(s):

- The qualified candidate will possess a High School Diploma;
- The qualified candidate will possess and maintain an OPOTA Peace Officer certificate and certification pursuant to state standards for operation of on-duty handguns;
- All offers are contingent on the qualified candidate passing a drug screen, background check, and may include a physical examination.

The Perrysburg Municipal Court and the City of Perrysburg are Equal Opportunity Employer(s).

Submit resume with cover letter no later than **4:30 p.m. on 08-14-2020**

Submit resume with cover letter attention to: Scott T. Howard
Court Administrator/Chief Bailiff
300 Walnut Street
Perrysburg, OH 43551