

Medina Municipal Court Hybrid Deputy Bailiff//Probation Assistant

SUMMARY

This **part-time** position consist of dual responsibilities within the Medina Municipal Court. When assigned as a Deputy Bailiff, the position calls for providing armed security for the Court, and as such, the Deputy Bailiff may be called upon to detain or arrest individuals for failing to comply with orders of the Court or individuals with active warrants and may involve physical contact, in addition to other administrative tasks.

As a Probation Assistant, the position will require interaction with defendants, both prior to and after sentencing by the Court, in a variety of circumstances.

ESSENTIAL DUTIES AND RESPONSIBILITIES – DEPUTY BAILIFF include the following: (other duties may be assigned.) This position directly reports to the Chief Bailiff.

1. Provide security for the Court and possess the ability to effectively handle potentially volatile situations.
2. Secure Court sessions by providing protection and assistance for court personnel and the public.
3. Obtain necessary documentation to execute Court orders.
4. Provide any service to assist the Judge or Magistrate in conducting Court sessions and any necessary services to insure the daily operation of the Bailiff's Department.
5. Responsible for enforcing orders of the Court through service of Court papers and clerical processing of said documents, including but not limited to attachments, examination aids, driving privileges, evictions, contempt citations, and civil or criminal warrants, summonses and subpoenas.
6. Provide quality service that continuously improves, that meets or exceeds public expectations, and that ensures all are treated with courtesy, dignity and respect.
7. Assist the Bailiff in conducting all Court sessions, including handling case files and their presentation to the Judge or Magistrate, escort defendants and other persons to the bench and/or other Court offices.
8. Investigate factual issues at the direction of the Judge or Magistrate relative to any particular defendant or pending case, on issues such as bond, addresses of defendants, and other pertinent case file issue.
9. Assist the Bailiff in the operation and maintenance of courtroom sound recording and video equipment.
10. Escort and secure prisoners as required.
11. Operate Court metal detectors while screening all visitors, as well as briefcases, purses, packages and personal items entering the Court building in order to detect concealed weapons, hazardous objects and contraband. Ability to organize and maintain a secure Court entrance and recognize and react to stressful situations.

12. This position also requires that the Deputy Bailiff have the ability to restrain potentially violent people who may resist being taken into custody in the Court.
13. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. It is imperative that probation officers are physically able to meet the physical demands of the job including, but not limited to, the ability to stand, or walk at least six (6) hours per day, and the ability to push, pull, or lift at least thirty (30) pounds at any given time.

ESSENTIAL DUTIES AND RESPONSIBILITIES – PROBATION ASSISTANT include the following: (other duties may be assigned). This position directly reports to the Chief Probation Officer.

1. Taking telephone calls.
2. Conducting pre-sentence interviews in office or at jail.
3. Prepare written pre-sentence reports.
4. Completing Sealing of Records investigations and reports.
5. Updating probation records (data entry/scanning).
6. Assisting Probation Department receptionist duties (answering phone, scheduling appointments, etc.).
7. Contacting/meeting victims
8. Assist in Court during sentencings and other related hearings.
9. Contacting treatment and service professionals to monitor compliance with court orders.
10. Monitor and issue warnings/process sanctions for all interlock violations.

These statements are intended to describe the general nature and level of work being performed by individuals assigned this classification. They are not an exhaustive list of all duties to be performed. Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES

None

KNOWLEDGE, QUALIFICATIONS, SKILLS and ABILITIES

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

1. Good written and verbal communication skills.
2. Ability to organize and prioritize duties.
3. Proficient computer skills and ability to become certified in the use of the Ohio LEADS Information System.
4. Maintains accurate records and comprehends the necessity for confidentiality and will demonstrate regular and predictable attendance.
5. Valid Ohio Driver's License.
6. **Must be certified by Ohio Peace Officer Training Commission (OPOTC) to carry firearm.**
7. First Aid knowledge/training.
8. Agree to obtain all certificates required by departmental supervisor.

EDUCATION and/or EXPERIENCE

A four year degree college graduate required. Knowledge of criminal/traffic codes, as well as legal procedures and terminology is desirable.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions of this position.

Qualified applicants may be required to submit to testing and provide writing samples. Proof of education and employment references will be required before final interview. Employment predicated upon successful completion of criminal record check and drug testing.

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