



Winnebago County  
*The Wave of the Future*

## **JOB POSTING**

**POSITION TITLE:** Bailiff – Branch 2

**LOCATION:** Courthouse

**HIRING RANGE:** \$100/Day

**STATUS:** Part time

**HOURS PER WEEK:** Varies

**WORK HOURS:** Varies

**APPLICATION DEADLINE:** Recruitment will be ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Internal Department Transfer Form](#). Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

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## **WINNEBAGO COUNTY POSITION DESCRIPTION September 2018**

**POSITION TITLE:** Bailiff

**DEPARTMENT:** Circuit Courts

**PAY BASIS:** Per Diem

### **PURPOSE AND SUMMARY:**

Maintains order and assists the Circuit Judge, litigants, and other people regarding court-related matters.

### **ESSENTIAL FUNCTIONS:**

1. Serves as an officer of the court.
2. Maintains order while court is in session, conducting oneself with grace, dignity, and respect toward participants and the judicial system.

3. Assists witnesses, litigants, and the public by answering questions about court procedures without giving legal advice.

#### **ADDITIONAL ESSENTIAL DUTIES:**

1. Ensures that the physical courtroom, attorneys, litigants, and jurors are present and ready for proceedings.
2. Helps attorneys and other participants with post-proceeding paperwork.
3. Helps jurors by remaining in assigned place during deliberations. If a jury is sequestered, provides for jurors' needs such as lodging, transportation, etc. as approved or assigned.
4. Helps the assigned Judicial Associate-Lead with general office work, handling files, delivering warrants, processing forms, and other matters.
5. Helps other courts when their Bailiff is absent or as assigned.
6. Performs other related duties as may be assigned.

#### **WORK RELATIONSHIPS:**

1. Reports to Circuit Court Judge.
2. Works with Judicial Assistant, Court Assistant, Bailiffs, and other court personnel, and the public.

#### **REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:**

1. Appointment by Circuit Court Judge. Serves at the Judge's pleasure.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledge of the English language, punctuation and grammar and legal terminology.
2. Ability to work under limited supervision.
3. Ability to communicate effectively with court personnel and the public.
4. Comfort in front of an audience of courtroom litigants and spectators while maintaining decorum and order.

#### **PHYSICAL REQUIREMENTS:**

1. Ability to perform most work from a standing position for long periods without taking a break (such as during court proceedings).
2. Ability to function in situations encountered in a normal office setting.
3. Ability to use standard office equipment including telephone, computer, printer, photocopier, and scanner.
4. Ability to travel to other County departments and locations.