



Winnebago County

The Wave of the Future

JOB POSTING

<u>POSITION TITLE:</u>	Bailiff
<u>LOCATION:</u>	Family Court Commissioner/Court Commissioner
<u>SALARY:</u>	\$80.00/Day
<u>STATUS:</u>	Part time
<u>HOURS PER WEEK:</u>	Varies
<u>WORK HOURS:</u>	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 [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

WINNEBAGO COUNTY POSITION DESCRIPTION *May, 2021*

<u>POSITION TITLE:</u>	Bailiff - Family Court Commissioner's Office
<u>DEPARTMENT:</u>	Circuit Courts
<u>PAY BASIS:</u>	Per Diem

PURPOSE AND SUMMARY:

Maintains order and assists the Court Commissioners, litigants, and other people regarding court-related matters.

ESSENTIAL FUNCTIONS:

1. Serves as an officer of the court.
2. Ensures that the physical courtroom, attorneys and litigants are present and ready for proceedings.
3. Maintains order while court is in session, conducting oneself with grace, dignity, and respect toward participants and the judicial system.

ADDITIONAL ESSENTIAL DUTIES:

1. Assists litigants and the public by answering questions about court procedures without giving legal advice
2. Helps attorneys and other participants with post-proceeding paperwork.
3. Helps the Court Assistants with general office work, pulling and handling files, delivering paperwork, and other matters.
4. Performs other related duties as may be assigned.

WORK RELATIONSHIPS:

1. Reports to Family Court Commissioner.
2. Works with Court Assistants, Clerk of Courts staff, other court personnel, and the public.

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:

1. Appointment by Family Court Commissioner. Serves at the Family Court Commissioner'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.