

APPLICATIONS BEING ACCEPTED

SUMMIT COUNTY COURT OF COMMON PLEAS GENERAL DIVISION

POSITION:	Jury Bailiff Assistant
CLASSIFICATION/ SALARY RANGE:	Unclassified/Non-Exempt \$36,212.80 Minimum \$41,953.60 Midpoint \$47,652.80 Maximum
DURATION OF EMPLOYMENT:	Full-time employment following successful completion of 180-day probationary period
JOB DESCRIPTION AND QUALIFICATIONS:	SEE ATTACHMENT
PRE-EMPLOYMENT TESTING REQUIREMENTS:	Criminal Background Check; Social Media; Drug and Alcohol Testing
APPLICATION:	Letter of Interest and Resume must be sent via email in word/pdf format to: hr@cpcourt.summitoh.net
POSTING DATE:	Applications accepted beginning October 11, 2023. Position open until filled.

AN EQUAL OPPORTUNITY EMPLOYER

CLASSIFICATION SPECIFICATION

SUMMIT COUNTY COMMON PLEAS COURT

An Equal Opportunity Employer

POSITION TITLE:	Jury Bailiff Assistant	GRADE:	14
DEPARTMENT:	Jury Department General Division	CLASSIFICATION:	Non-Exempt Unclassified
REPORTS TO:	Jury Department Supervisor-Bailiff	PAGE:	1 of 2

POSITION SUMMARY:

Under direction assist and monitor all activities in the jury room; prepare worksheets, daily attendance, payment vouchers and jury list; assist courtroom bailiff with jurors when needed; assist the jury commissioners when needed and fill in for the Jury Bailiff when absent and/or on vacation. Performs other related duties as required and may be cross-trained to assist with other departmental duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION:

The following duties and responsibilities are normal for the position. These are not to be construed as exclusive or all-inclusive. Other duties and responsibilities may be required and assigned.

1. Registers petit and special jurors; explains to jurors their responsibilities and participation requirements; answers questions from jurors regarding participation and dismissal; maintains daily attendance log for jurors.
2. Registers grand jurors.
3. Processes payments to jurors; certifies payment vouchers to the Fiscal Officer's office for payment; prepares all lost vouchers regarding check payment for jury service.
4. Prepares jury panel list for each courtroom requesting a jury; gathers information from all courts in county regarding future jury demands; schedules needed jurors daily on the automated call-in system and web page.

QUALIFICATION STANDARDS:

Any combination of training, work experience, or equivalent, that indicates possession of the skills, knowledge, and abilities listed below. An example of an acceptable qualification for this position is:

Required Qualifications: Completion of secondary education supplemented by general business and secretarial science courses, experience with personal computers in a networked environment, plus one (1) year clerical/secretarial experience, or equivalent.

Knowledge, Skills, and Abilities: Requires the ability to communicate effectively, both verbally and in writing and to interact effectively with co-workers, and the public.

Ability to prioritize work, work independently, manage time efficiently, and work under time constraints.

Date Adopted:
Date Revised: 08/27/2018

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Requires alertness and attention to detail to ensure accuracy when typing, filing and proofreading. Requires concentration when composing replies to routine inquiries.

Ability to maintain sensitive and confidential information.

Operation of a variety of standard and complex office equipment, typing, personal computer operation, including but not limited to Windows based programs/Microsoft Office products/Internet applications.

Physical Ability: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly required to use hands and fingers to feel objects, tools or controls and to talk or hear. The employee frequently is required to sit.

The employee is occasionally requested to stand and/or walk and reach with hands. The employee must occasionally lift and/or move up to 5 pounds.

Position Type/Expected Hours of Work: This is a full-time position, and regular hours of work and days are Monday through Friday 8:00 a.m. – 4:00 p.m.; however, this position may require some evening and weekend work.

ACKNOWLEDGEMENT

I have read this job description and fully understand the requirements set forth herein. I will perform all requirements, duties and responsibilities as set forth and to the best of my abilities.

Jury Bailiff Assistant

Date

Administrative Judge

Date