

# **APPLICATIONS BEING ACCEPTED**

## **SUMMIT COUNTY COURT OF COMMON PLEAS GENERAL DIVISION**

POSITION:	Technology Bailiff
CLASSIFICATION/ SALARY:	Unclassified/Non-Exempt \$52,000.00
NUMBER OF VACANCIES:	1
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: <a href="mailto:hr@cpcourt.summitoh.net">hr@cpcourt.summitoh.net</a>
POSTING DATE:	Applications accepted beginning March 4, 2024. Position open until filled.

**AN EQUAL OPPORTUNITY EMPLOYER**

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## CLASSIFICATION SPECIFICATION

### SUMMIT COUNTY COMMON PLEAS COURT An Equal Opportunity Employer

<b>POSITION TITLE:</b>	Technology Bailiff	<b>GRADE:</b>	18
<b>DEPARTMENT:</b>	Information Technology	<b>CLASSIFICATION:</b>	Unclassified/ Non-Exempt
<b>REPORTS TO:</b>	Assistant Court Executive Officer	<b>PAGE:</b>	1 of 4

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### **POSITION SUMMARY:**

The Technology Bailiff is stationed primarily at the Summit County Jail and ensures that video hearings with jail inmates are scheduled properly and that inmates are placed in hearings at the scheduled time. Performs other related duties as required and may be cross-trained to assist with other departmental duties.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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. Maintain daily hearing list of video hearings for inmates at the Summit County Jail;
2. Identify inmates needed for video hearings;
3. Notify deputies of needed inmates;
4. Escort inmates from housing pod to the designated video room at the jail;
5. Return inmates to housing pod when hearings are completed;
6. Operate video conference scheduling software and ensure the inmate video room is connected to the proper court at the time of the scheduled hearing;
7. Communicate with judges and other court staff during hearings using scheduling software or other designated means;
8. Ensure video hearing rooms at the jail are functioning properly;
9. Troubleshoot and resolve video hearing problems. Escalate any issues unable to be resolved to appropriate help desk for resolution;
10. Check court docket to ensure inmates have been served with necessary documents prior to hearings. Coordinate service with deputies as needed;
11. Distribute required court documents to inmates, obtain inmate signatures needed by the court on any documents, and return documents to the court;
12. Issue notices to victims required by Marsy's law;
13. Assists the court with assigned tasks in the courthouse;
14. Performs other duties as required.

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### 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:** Possession of a valid Ohio Driver's License and liability car insurance.
- Knowledge, Skills, and Abilities:** Graduation from High School, or GED.
- Requires alertness, concentration, and attention to detail to ensure accuracy when typing, filing, proofreading, and replying to inquiries.
- Ability to communicate clearly verbally and in writing. Excellent interpersonal skills. Ability to manage and de-escalate conflict.
- Certification, training or degree, in information technology, telecommunications, or audio-visual equipment.
- Ability to operate 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, specifically, Outlook, Word and Excel; use of jail conference scheduling system, and SCORS (knowledge may be developed after employment); working knowledge of Odyssey Jail Management System (may be developed after employment) .
- Significant working knowledge of Zoom video conferencing software functions including meeting scheduling, zoom room features, and zoom room management.
- Ability to organize daily work plans, and manage multiple tasks. Ability to adapt to and implement frequent changes in work plans on short notice.
- Any combination of work or training which provides the equivalent experience of the above skills.

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**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 stand and walk between work areas. The employee is frequently required to sit or stand at a workstation for extended periods.

The employee will frequently need to carry and operate laptop computer weighing approximately five pounds from a standing or sitting position.

The employee may need to carry a radio or cellular telephone in a belt holster and will need to operate the controls (knobs, buttons, or electronic display) and communicate verbally through that device.

The employee is frequently requested to reach with hands. The employee must occasionally lift and/or move up to 25 pounds.

**Position Type/Expected Hours of Work:**

This is a full-time position. Work days are Monday through Friday. Normal working hours are between 7:30 a.m. – 3:30 p.m. However, hours may vary depending on daily scheduled court hearings.

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**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.

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Technology Bailiff \_\_\_\_\_ Date

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Administrative Judge \_\_\_\_\_ Date