



City of
Marion
Ohio

Affirmative Action Committee

Marion City Hall
233 West Center Street
Marion, Ohio 43302

February 5, 2019

TO WHOM IT MAY CONCERN:

The City of Marion has an immediate need to hire a person for the following position in the **Marion Municipal Court**.

Deputy Bailiff - This is a full-time position with the starting pay rate of \$15.84 per hour. Job Description is attached.

- Note:**
- Experience as a guard or patrolman in a military or civilian force and graduation from high school or vocational school with emphasis on law enforcement preferred.
 - Good knowledge of court procedures; ability to handle people with tact and courtesy; physical ability to control individuals and situations involving strength, mobility and agility; ability to handle sensitive inquires from officials and public and maintain confidential information.
 - Must have valid Ohio Driver’s License without restrictions of any privilege to drive at any time and is free from any requirement of High-Risk Liability Insurance.
 - Passing of a Background Check, Physical Examination, Drug and Alcohol Tests are conditions of employment. Must not use any tobacco products.

Application Opening Date/Time: Wednesday, February 6, 2019 at 8:00 am
 Application Closing Date/Time: Thursday, February 21, 2019 at 4:00 pm
 Applications may be obtained from: Human Resources Office, 233 W. Center St., 3rd floor
 - OR - download from www.marionohio.us/employment

It is the policy of the City of Marion not to discriminate in the selection of candidates.

Janell O’Neil, Affirmative Action Secretary
City of Marion

Attachment

- | | | | | |
|-------------------------|--------------------------------|---------------|-----------------|-----------------|
| cc: Committee Members | Public Works Director Bischoff | Auditor | IT | Probation |
| Support Data List (AA) | HRAA – O’Connor | Council | Law Director | Senior Center |
| Mayor Schertzer | HRC – Mayes | Engineering | Municipal Court | Transit |
| Safety Director Robbins | City Hall – 3 Floors | Fire Dept – 3 | Parks | Utility Billing |
| Service Director Caryer | Airport | Garage | Police Dept | WWTP |

WHEN POSTING, PLEASE DISPLAY IN AN AREA ACCESSIBLE TO THE GENERAL PUBLIC.

AN EQUAL OPPORTUNITY EMPLOYER

CITY OF MARION, OHIO
MUNICIPAL COURT
Job Description

Job Title: **DEPUTY BAILIFF**
Department: **MUNICIPAL COURT**
Reports To: **MUNICIPAL COURT JUDGE**
FLSA Status: **Non-Exempt**
Grade: **18**

SUMMARY: Assists Bailiff with duties specified by ORC 1901.32 and other State, County and City statutes, rules and regulations pertaining to the operation of the Court. Under close supervision by the Judge and Clerk of Court, is responsible for: all persons in custody of the Court, for delivering court papers and deposit of court monies.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following but are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Open Court
- Attends court and all hearings
- Preserves order during court sessions and enforces courtroom rules of behavior and warns persons not to disturb court procedures
- Guards jurors and jury room
- Assures availability of supplies for the court
- Checks all affidavits for the day to determine if charged parties have previous records.
- Receives affidavits and appearance bonds from Police Department
- Serves subpoenas in City and County
- Serves civil and criminal papers as directed by the court
- Deposits monies received by court in payment of fines
- Performs messenger service for court

QUALIFICATIONS: 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High school diploma or general education degree (GED) required. High school or vocational school training with emphasis on law enforcement and several years experience as a guard or patrolman in a military or civilian force preferred. Any combination of education and experience that provides the required knowledge, skill and ability may be considered.

Language Skills: Ability to: read and carry out instructions, write correspondence and memos; speak clearly and decisively to effectively present information in one-on-one and small group situations.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability: Ability to: solve practical problems and deal with a variety of variables in situations where only limited standardization exists; interpret a variety of instructions in written or oral form.

Computer Skills: General working knowledge of computer.

Certificates, Licenses, Registrations: Valid Ohio Driver's License.

Other Skills and Abilities: Good knowledge of Court procedures. Ability to: handle people with tact and courtesy; get along with others; work with others or alone; handle sensitive inquiries from officials and others and maintain confidentiality required; drive vehicle; must be physically able to control irate, unruly individuals and situations which may require strength, mobility, agility and persuasiveness.

PHYSICAL DEMANDS: 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 stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear; occasionally required to climb or balance and stoop, kneel, crouch, or crawl; must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception and ability to adjust focus.

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 individuals with disabilities to perform the essential functions.

The employee is: regularly exposed to outside weather conditions; occasionally exposed to moving mechanical parts. The noise level is usually quiet to moderate.