



MONROE COUNTY

HUMAN RESOURCES DEPARTMENT

125 East Second Street · Monroe, Michigan 48161- 2197

Telephone (734) 240-7295 · Fax (734) 240-7266 · Toll Free (888) 354-5500 Ext 7295

**JOB VACANCY ANNOUNCEMENT
(Internal Posting)**

DATE OF POSTING: July 19, 2017

DEPARTMENT: Judge Arnold Probate Court

POSITION: Part Time Bailiff (Non-Union Rye 6)

REQUIREMENTS: High school graduation or equivalent. Prefer coursework in criminal justice, law enforcement or similar related area. Experience in court security or law enforcement. Must be able to communicate by way of two-way radio, telephone and person to person contact. May be required to train and certify in the use of firearms. Will be a safety officer in reference to the County of Monroe Courthouse Emergency Response Plan and must complete training in Bloodborne Pathogens, CPR, AED, and MCANS.

SUMMARY: Serves as bailiff in Judge Arnold’s Courtroom. Maintains courtroom security, directs parties to proper area, and provides general assistance to the Judge by delivering case files, obtaining information, and performing related tasks. Provides general security for the Court and Staff. Maintains vigilance in courtrooms and hallways and attempts to defuse or prevent confrontations. Coordinates security with courthouse security officers on high profile cases. In the absence of the Judicial Secretary, answers the phone, takes messages, and performs other clerical functions.

DEADLINE FOR IN-COURT TRANSFER REQUESTS: **Wednesday, July 26, 2017 @ 5:00 p.m.**

Contact the Monroe County Human Resources Department,
125 E. Second Street, Monroe, MI 48161

An Equal Opportunity Employer

Job Description available upon request

Visit the Monroe County Website: www.co.monroe.mi.us