

**NOTICE OF JOB OPENING**

<b>Department Name:</b>	Monroe Circuit Court
<b>Position Title:</b>	Part-time Bailiff
<b>Position Summary:</b>	Enforce local, state and federal laws; assure proper security for the courts; coordinate court operations to insure the efficient and accurate operation of the court; escort and monitor defendants; respond to in-court problems; assure proper security for high-risk trials; monitor and supervise court juries; develop and implement emergency procedures for courts; assist judges and court personnel during trials and hearings, or as needed; and perform related duties as assigned.
<b>Qualifications:</b>	Experience in law enforcement with formal training in firearms use and court security; completion of Indiana Law Enforcement Academy preferred; ability to assess and effectively implement and coordinate appropriate security and emergency policies and procedures as required; ability to properly operate and maintain security devices and standard office equipment; possess strong communication skills with ability to be authoritative and tactful, as appropriate; ability to maintain confidentiality.
<b>Salary Range:</b>	\$17.00 per hour
<b>Deadline for Application:</b>	November 18, 2022 at 4:00 p.m.
<b>Submit Resume and References to:</b>	Lisa Abraham, Court Administrator The Zietlow Justice Center 301 N. College Ave. Room 302 Bloomington, IN 47404

**Monroe County and Circuit Court offices are open to the public Monday through Friday from 8:00 a.m. to 4:00 p.m., except holidays.**

**Monroe County is an Equal Opportunity Employer  
Federal Identification Number – 35-1732462**