

DeKalb County Government currently has a full-time opportunity available immediately for a Bailiff/Court Administrator in the court system.

This position's responsibilities include but are not limited to:

- Attending courtroom and other proceedings, searching courtroom interior and exterior before and after proceedings and breaks and escorting judges and others to and from courtroom to ensure safety of everyone inside courtroom.
- Keeping order and quiet in courtroom, assisting judge and others who need assistance, screening, handling and copying exhibits and evidence, guarding jury from contact with people outside courtroom and assisting in supervising with prisoners and people entering and exiting courtroom.
- Processing Orders as directed and serves parties immediately.
- Coordinating transport, telephonic or video appearance of inmates for hearings.
- Assisting in managing Court and Judge's calendar, scheduling conference calls with attorneys, preparing notices and orders for hearings, ensuring cases are cross-linked, and preparing and distributing work "slips/excuses" to participants as needed. Coordinating dates for mediation in open court, preparing memorandum and order of mediation and monitoring funds.
- Performing a variety of department financial duties, including but not limited to, assist in preparing department budget, preparing and submitting travel request forms and preparing and processing grant applications.
- Assisting in jury trial preparation, recording dispositions, retrieving files, distributing information, and coordinating telephonic and video appearances with placement facilities. Performs duties involving jury management including preparing and mailing jury questionnaires, updating jury management system, preparing juror roster, and supervising and monitoring jurors during trials.
- Directing pro se individuals on finding and filing forms.
- Creating, data entry and processing statistical reports as required.
- Answering telephone, answering questions or directing caller to appropriate parties and monitors library area and attorney room as needed.
- Performing related duties as assigned.

Requirements:

- Experience working in Odyssey, legal software; Proficient with computer software including but not limited to: Microsoft Office, Outlook, Internet Explorer
- Strong organizational skills, attention to detail, excellent oral and written communication and mathematic skills
- Competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons. Adaptable to variety of work situations
- Adhere to all Policies and Procedures of DeKalb County Government.
- Must have high school diploma or equivalent and be at least 21 years old

Full-time position – 35 hours per week, hourly/non-exempt. Hourly wage up to \$25.06/DOE. Benefits include: Medical/Dental/Vision/Rx coverage, along with Life/AD&D and Short Term Disability insurance, Retirement Plans, Generous Holidays and Paid Time Off, Public Service Employee Student Loan Forgiveness

Interested applicants should apply by e-mailing your **cover letter and resume** to [careers@co.dekalb.in.us](mailto:careers@co.dekalb.in.us). Deadline is no later than 4 pm, May 20, 2024. No phone calls, please.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, age, sexual orientation, gender identity, disability or veteran status.