

# Job Posting: Notice of Vacancy

It is the intention of the LaSalle County Judiciary Department to fill one or more vacancies in the following job classification.

Job Classification: Bailiff (Part-time, as needed)  
Location: LaSalle County

Department: Chief Judge's Office  
119 W. Madison Street  
Ottawa, IL 61350

Regular Work Week: Monday through Friday (as needed)

Hours of Operation: 8:00am to 4:30pm (as needed)

Wage: \$12.18 per hour, no benefits

Position is: Non-Union

See *Job Description* for Duties, Minimum Qualifications and Physical Demands

Interested persons should apply by completing the County application and returning it to:

Chief Judge's Office  
Attn: Lori Wakeman  
119 W. Madison Street  
Room 202  
Ottawa, IL 61350

# LaSalle County

## Job Description



**Job title:** Bailiff

**Work Location:** Criminal Justice Center & LaSalle County Courthouse

**Division/Department:** Chief Judge's Office/Judiciary

**Reports to:** Assistant Chief Bailiff, Chief Bailiff, Chief Judge's Office staff

**Employment Classifications:**

- Part-time  
 Hourly

**Salary Grade:** \_\_\_\_

**Current Employee holding position is:**  
\_\_\_\_\_

**Essential Duties and Responsibilities:**

Facilitates the efficient functioning of the court system.

- Ensures that the Courtroom is opened, clean, properly equipped, heated and lighted prior to opening Court.
- Ensures that the appropriate parties and their attorneys and court personnel are present prior to opening Court.
- Opens Court and provides direction to witnesses, jurors and spectators.
- Maintains order in the Courtroom; follows the orders and requests of judges as related to the Bailiff's assignment and offers assistance to other court personnel as needed.
- Enforces Courtroom rules of behavior.
- Notifies Court Security, city/county police of problems or potential problems and assists as directed
- Monitors hallways and areas outside of the Courtroom ensuring that court proceedings are not disturbed..
- Responsible for jurors during jury trials. Responsible for arranging meals and overnight accommodations for jurors when requested. Guards the jury from outside contact, guards lodging of sequestered jury, escorts jury to restaurant & other areas outside of the Courtroom to prevent jury contact with the public.
- Performs other duties as assigned or directed.
- Maintains compliance with all company policies and procedures.

**Education and/or Work Experience Requirements:**

- High School Diploma required.
- Excellent verbal and written communication skills to effectively interact with the general public, attorneys, judges, co-workers and supervisors.
- Ability to follow direction and work independently with minimal supervision.
- Ability to maintain confidentiality and courtroom decorum.
- Team player with willingness to support departmental success.

**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.*

Requires sitting (5-8 hrs), standing/walking (4-6hrs). This position experiences occasional bending, twisting, squatting, climbing and reaching movements. Defined Sedentary Work - May require lifting up to 20 pounds and carrying objects weighing up to 10 pounds.

Date Created: \_\_\_\_\_ Date Revised: \_\_\_\_\_ Approvals: \_\_\_\_\_

**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.*

Most activities are performed indoors in an office setting. While performing the duties of this position, the employee is subject to normal consistent temperatures. The noise level in the work environment is moderate.

This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties or tasks as requested by management. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities

**LaSalle County reserves the right to modify, interpret, or apply this job description in any way the County desires. This job description is not intended nor should be construed to be an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with this position. The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with a disability.**

**This job description is not an employment contract, implied or otherwise. Except as otherwise provided by a collective bargaining agreement or applicable law, all employees are at-will. This job description is not intended to void, replace, or conflict with negotiated union contracts. To the extent a collective bargaining agreement conflicts with this job description, the collective bargaining agreement shall supersede and/or modify this job description.**

**I have read, reviewed and agree that this job description accurately reflects the position.**

**ACKNOWLEDGEMENT**

I have read or had explained the essential duties, responsibilities and minimum qualifications of this position for which I am expected to perform. I have reviewed the essential functions and work environment characteristics and I understand them completely.

**Print Employee Name:**

**Employee signature:**

**Date:**

**Supervisor signature:**

**Date:**