

17th JUDICIAL CIRCUIT COURT OF ILLINOIS - WINNEBAGO COUNTY

BARGAINING UNIT VACANCY: CIRCUIT COURT BAILIFF

COMPENSATION: \$17.00 per hour, plus benefits

HOURS: 8:00 A.M. - 5:00 P.M. - Monday through Friday,
Potential evening and Saturday overtime.

LOCATION: Winnebago County Court Facilities, Rockford, Illinois

JOB RESPONSIBILITIES: Maintain order within assigned courtrooms and court environments, including jury rooms, chambers areas and adjacent secure hallways. Assist judges with the coordination and performance of court proceedings. Assist with daily scheduling matters and the appearance of attorneys, litigants, interpreters, prisoners and the general public. Support access to justice through professional interactions with the public and fellow stakeholders in the judicial system. Maintain necessary courtroom forms and other supplies. Work in collaboration with the Sheriff's Department regarding security of the courthouse during medical emergencies, building evacuations, civil disturbances, and other emergency situations. Other duties as assigned by the Office of the Chief Judge.

JOB REQUIREMENTS: A high school diploma is required. Law enforcement experience and/or training, knowledge of the judicial system and/or a security background is desirable. First aid and/or crisis management experience is preferred. Excellent interpersonal and communication skills are required. Ability to maintain confidentiality is essential.

HOW TO APPLY: Submit a Cover Letter and Resume to:

**Thomas R. Jakeway
Trial Court Administrator
Winnebago County Courthouse
400 West State Street, Room 215
Rockford, Illinois 61101**

Be advised that all offers of employment are conditional, subject to favorable results of a drug screen, fitness evaluation, and background check.

POSTED: **9-14-2022**

EXPIRES: **9-28-2022**

AN EQUAL OPPORTUNITY EMPLOYER