

**17<sup>TH</sup> JUDICIAL CIRCUIT COURT  
WINNEBAGO COUNTY**

**BARGAINING UNIT VACANCY: COURT BAILIFF**

**SALARY:** \$19.00/Hour

**HOURS:** 40 hours a week Mon-Fri  
Rotation weekend hours

**BENEFITS:** IMRF Pension, Health Insurance, and County Benefits

See 2025  
[Benefits Summary:](#)



See 2025  
[Health Care Plans:](#)



The 17<sup>th</sup> Judicial Circuit Court - Winnebago County Circuit Court, is accepting applications for a Court Bailiff.

**RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:**

- 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.

**QUALIFICATIONS:**

A high school diploma is required. Knowledge of the justice system, security experience and emergency medical technician training preferred. Excellent organization, communication and customer service skills are required. Ability to maintain confidentiality is essential.

**APPLICANTS SHOULD SEND RESUME AND COVER LETTER ELECTRONICALLY TO:**

Michael Smith, Deputy Court Administrator  
Winnebago County Courthouse  
400 West State Street, Room 215  
Rockford, Illinois 61101  
[msmith@17thcircuit.illinoiscourts.gov](mailto:msmith@17thcircuit.illinoiscourts.gov)

Be advised that all offers of employment are subject to a satisfactory background review and drug test.

POSTED: February 26, 2025

EXPIRATION: March 11, 2025

**EQUAL OPPORTUNITY EMPLOYER**