

**17TH 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

The 17th 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

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

POSTED: February 22, 2024

EXPIRATION: March 6, 2024

EQUAL OPPORTUNITY EMPLOYER