

CIRCUIT COURT FOR CARROLL COUNTY

The Circuit Court for Carroll County seeks to hire a **Bailiff**.

Job Type: Contractual, 28 Hours Per Week

Salary: \$25.22 Hourly

Job Description. Carroll County Circuit Court Bailiffs are a part of the Carroll County Circuit Court Systems and are sworn into office as Special Police Officers by the Clerk of the Court. The work of a Bailiff generally involves ensuring the safety, protection, and security of visitors, judges, employees, and the general public entering the Circuit Court Buildings and safeguarding the property and records of the Circuit Court.

Duties and Responsibilities:

- Regular and timely attendance at work as assigned.
- Check courtroom for security and cleanliness.
- Enforce courtroom rules of behavior.
- Screening everyone entering the courthouses.
- Stand for prolonged periods at a security post, utilizing security equipment such as magnetometer, x-ray machine, and scanners.
- Assist visitors entering the buildings.
- Prepare detailed reports on incidents and appear as witness in court if necessary.
- Work weekends and flexible hours when necessary.
- Sit during court proceedings for hours at a time.

Employee must be a U.S. citizen, at least 21 years of age, and be able to fluently speak, read, and write the English language.

Qualifications:

Education: Must possess a high school diploma/GED.

Must have successfully completed a certified federal, state, county, or local law enforcement academy, or its equivalent.

Experience: Applicants must have at least three years of law enforcement experience with general arrest authority.

Special Requirements:

Bailiffs must meet all requirements of, and be able to be certified as, a Special Police Officer and have a Maryland Handgun Permit.

Applicant will be required to carry a firearm and successfully qualify annually on an approved course of fire.

Physical Demands: Work requires frequent physical effort such as standing and walking for eight hours daily and the physical ability to restrain, detain, and/or arrest individuals, and lifting. A physical examination is required. Employee must be able to exercise tact under pressure and mental stability in difficult situations and diffuse situations in which parties may be hostile and in conflict with each other. Ability to sustain the physical and emotional strain of potential confrontation and possible foot pursuit and arrest of individuals. Ability to lift packages of 50 pounds and carry them 50 yards.

This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of the Carroll County Circuit Court.

Application Procedure: Please contact Chief Bailiff Tom Gue by phone: (410) 386-2654 or email: tgue@carrollcountymd.gov