



LAKE COUNTY GOVERNMENT CENTER

2293 NORTH MAIN STREET

CROWN POINT, IN 46307

(Internal / External)

Department: Lake Superior Court, County Division, Room 2

Position: Bailiff

Classification: Part Time

FLSA: Non-Exempt

Direct Reports: 2

Reports to: Judge Sheila M. Moss and Chief Bailiff

This job will be located in our Court located in building A of the Government Center. The primary purpose of this position is to provide security and support for the Judge and office staff at all times as well as the responsibilities listed below.

Requirements:

- High School Diploma or equivalent is required;
- Proficient in computer skills compatible to Microsoft Word, Microsoft Outlook, and Adobe;
- Knowledge of the Odyssey Computer System preferable;
- Security background is preferable;
- Experience with the public is preferable
- Ability to subdue Courtroom attendants if necessary

Essential Duties/Responsibilities:

- Check parties in for Court
- Secure the Courtroom
- Data entry
- Respond to queries via telephone

- Perform any other duties as assigned by Judge and Chief Bailiff
- Follow written and verbal instructions

All resumes and applications must be sent to:

**Jessica Broughton
Court Administrator/Chief of Staff
brougjl@lakecountyin.org**

***Application are located online at <https://lakecountyin.org/departments/hr/job-application> and on the 3rd floor of Government Center in the Human Resources Office.**