



LAKE COUNTY GOVERNMENT CENTER

2293 NORTH MAIN STREET

CROWN POINT, IN 46307

(Internal / External)

Department: Lake Superior Court, Civil Division, 3711 Main Street, East Chicago, Indiana

Position: Chief Bailiff, Classification: Full Time FLSA: Non-Exempt

Reports to: Supervising Judge and/or Senior Judge

Requirements: Experience in maintaining security in a public setting. A law enforcement background and knowledge of court procedures are a plus. Computer capabilities, including at least basic knowledge of MS Word, MS Outlook, Word Perfect and general software applications is a must. A high school diploma is required; college or trade school are a plus.

Location and Summary of Position:

The Superior Court of Lake County, Civil Division, is currently seeking a Chief Bailiff to serve the Lake Superior Court, Civil Division, Room 2.

Important Note from the Lake Superior Court, Civil Division: Court employees are subject to the Indiana Code of Judicial Conduct, including without limitation the following requirements: integrity, good moral character and respect for and compliance with all state and federal laws. Applicants are subject to a full background check.

Essential Duties/Responsibilities:

The ideal candidate must possess excellent communication and organizational skills, a proactive work ethic, a strong desire to serve the public, attention to detail, ability to work together with a team, ability to both give and receive direction, and the flexibility to stand cross-trained to assist with other positions within the Court and perform duties deemed necessary to the judicial officer(s) with whom he/she serves. The Chief Bailiff will be required to, among other things, maintain security in courtrooms and public areas; maintain the court calendar/docket within the Odyssey Case Management System; coordinate hearings with attorneys and litigants; and effectively interface with the public. Good communication and clerical skills are required. Abilities to sit or stand for long periods and to lift up to 30 pounds are also required.

All Resumes and applications must be sent via the preferred method of email as follows:

To apply:

barneer@lakecountvin.org

Posting Date: 01/19/2024

Deadline for submission:

2-29-24