



THE SUPERIOR COURT OF LAKE COUNTY CRIMINAL DIVISION

2293 North Main Street
Crown Point, IN. 46307

JOB OPENING

FULL-TIME BAILIFF

JOB SUMMARY

The Bailiff is the primary liaison between counsel, the public, and their Judicial Officer. Their fundamental responsibility is to maintain a secure and safe environment and provide the security for the Judicial Officers, the defendants, counsel appearing in court as well as court staff and public in general. This requires paying diligent attention to persons entering the courtroom and those who may be present in the hallways and monitoring what they perceive could become a security issue.

EDUCATIONAL REQUIREMENTS:

High School Diploma/GED

SKILLS REQUIRED:

Criminal Justice Background,
Police Officer or Retired Court Security
Certified use of a firearm

WORK SCHEDULE:

8:30 am – 4:00 pm (hours may vary)

PAY RATE:

\$43,972.00/year

BENEFITS:

Medical, Dental, Vision
Retirement Plan (company paid)
PTO/Sick/Vacation Time
Compensatory Time
15 Paid Holidays
Paid Birthday off



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JOB DUTIES:

- Escort prisoners to and from courthouse and maintain custody of prisoners during at all times court proceedings.
- Coordinate and maintain the daily flow of court cases and hearings by signing in Counsel and defendants so that court begins promptly at the scheduled time.
- Maintain the court docket including scheduling and/or rescheduling.
- Provide copies of the court's daily call to the Judicial Officer, office manager, and the appropriate court reporter.
- Answer telephone calls, respond appropriately and communicate with the court administrator and office manager.
- Check courtroom for security and cleanliness and assure availability of sundry supplies, such as notepads, for use by judge, jurors, and attorneys.
- Provide security by patrolling interior and exterior of courthouse and escorting judges and other court employees.
- Enforce courtroom rules of behavior and warn persons not to smoke or disturb court procedure.
- Maintain order in the courtroom during trial and guard jury from outside contact.
- Provide security by patrolling interior and exterior of courthouse and escorting judges and other court employees.
- **Other duties as assigned**

***The Judges reserve the right to assign/reassign/modify duties and responsibilities to this position at any time.**

Please apply at the office of Gwen Givens, Personnel Coordinator, Courts Building, 2nd Floor, Lake County Government Center 2293 North Main Street Crown Point, IN. 46307 or email a copy of your resume to givengr@lakecountyin.org.