

## **JOB POSTING**

Position: Criminal Assignment Commissioner/Bailiff

Department: Shelby County Common Pleas Court

Description: The Shelby County Common Pleas Court is soliciting resumes for a full-time (32.5 hours weekly) criminal assignment commissioner/bailiff. This position requires skills in the area of organization, communication, knowledge of the criminal justice system, and proficiency in computer skills. Responsibilities include scheduling of criminal caseload, maintaining schedule and organization of courtroom, preparing bond forms and administering oaths. Experience in the legal field or law enforcement preferred.

Starting Salary: \$33,800 along with standard county benefits, including health insurance, vacation, sick leave and OPERS.

Interested applicants can apply via email or mail:

[Imoore@shelbycountycommonpleas.com](mailto:Imoore@shelbycountycommonpleas.com)

Court Administrator

Shelby County Common Pleas Court

P.O. Box 947

Sidney, OH 45365