



JOB OPENING

Troup County Government

Position: Bailiff	Department: Court Services	Salary: \$85.00/per day
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Under general supervision and instruction this position is responsible for maintaining order and providing assistance for court operations.

Qualifications/Knowledge:

- ⇒ High school diploma or GED, current valid driver's license
- ⇒ Knowledge of court terminology, processes and procedures
- ⇒ Knowledge of job-related legal procedures and requirements
- ⇒ Knowledge of courtroom protocol and procedures
- ⇒ Knowledge of courtroom security principles
- ⇒ Skill in the analysis of problems and the development and implementation of solutions
- ⇒ Skill in the enforcement of security procedures
- ⇒ Skill in oral and written communication

Essential Duties and Responsibilities:

- ⇒ Prepares courtroom for scheduled hearings
- ⇒ Calls the court to order
- ⇒ Swears in witnesses
- ⇒ Maintains order in the courtroom
- ⇒ Escorts jurors to and from courtroom; retrieves written questions from panel members
- ⇒ Delivers court documents
- ⇒ Provides assistance to the Judge as needed
- ⇒ Answers telephones; provides information and assistance to callers
- ⇒ Performs all other related duties as assigned

Employment Applications will be accepted Until Filled on Troup County's website @ www.troupcountyga.gov

Job #: 06112026 Bailiff

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Valerie P. Heard

Valerie P. Heard, Human Resources Director

James Anderson

James Anderson, Assistant County Manager

Troup County is an Equal Opportunity Employer - A Drug Free and Tobacco Free Workplace