

LICKING COUNTY MUNICIPAL COURT

Notice of Job Opportunity

Date Opened: 06/16/2017

Date Closed: 06/30/2017

Position: Bailiff

Salary: \$18.70 per hour

Minimum Qualifications: Two-year degree or equivalent in criminal justice or related fields preferred, one to three years work experience involving public contact, strong communication skills and the ability to work with limited supervision. Maintains an awareness of worker safety guidelines and procedures, and applies these in performing daily activities and tasks. Must have a valid Ohio driver license.

Hours: Full Time, Monday – Friday 8:00 AM – 4:30 PM

Duties:

- Assure that courtroom proceedings are conducted in a professional and orderly manner.
- Serves court papers throughout Licking County.
- Completes paperwork as required to document court proceedings
- Performs other duties as required.

Application Procedures: Submit completed application to the City of Newark Human Resources Department, 40 West Main Street, 1st Floor, Newark, Ohio 43055 no later than 4:00 p.m. on Friday, June 30, 2017. Applications can be obtained in person in the Human Resources Department between 8:00 AM and 4:30 PM daily or printed from the web site at www.newarkohio.net.

Successful candidates will be subject to City of Newark's pre-employment drug screen and background check.

We conform to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, or national origin, age, disability status, Genetic Information & Testing, Family & Medical Leave, protected veteran status, or any other characteristic protected by law. We prohibit retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.