MARYLAND JUDICIARY

Job Announcement

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Opening Date:	June 19, 2014	**Closing Date:**	Open Until Filled
Job Title:	District Court Bailiff	**Position Type:**	Contractual Part Time
PIN:	CN11603	**Salary:**	$16.32 per hour
Location:	District 11, Frederick County Frederick, Maryland		$17.35 per hour upon receipt of Special Police Commission
FLSA Status:	Non-Exempt		

Essential Functions: Work involves ensuring the safety of visitors, judges, employees, and the general public who visit the District Court. Duties also include preparing courtrooms for sessions, maintaining order in the courtroom and operating the courthouse metal detector. As considerable public contact is involved, the employee is required to exercise the practical judgment necessary to cope with unusual situations on an emergency basis. Bailiffs are considered essential personnel and are subject to call-in during emergencies and staffing shortages. In the event that the building be closed either temporarily or for the remainder of the day, Bailiffs are required to remain at their post until relieved by proper authority.

Education: High school diploma/GED and MUST be a graduate of a Police Training Academy.

Experience: Previous law enforcement experience.

Physical Demands: Work requires frequent physical effort such as standing and walking for eight hours daily and requires the physical ability to restrain and/or detain individuals. A physical examination is required. Ability to exercise independent judgement. Ability to exercise tact under pressure or in difficult situations with the public and diffuse situations in which parties may be hostile and in conflict with each other. Ability to recognize dangerous situations. Ability to perform all the essential functions of the position.

Please submit a Maryland Judiciary application (unsigned applications will not be accepted) which must include the county in which you are available. Materials must be received at the address below. The Human Resources Department will not be responsible for applications sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov **(Zip files will not be accepted)**

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.