



Lima Municipal Court  
109 N. Union Street, Lima, Ohio 45801  
Phone: 419-221-5275 Fax: 419-998-5526

Tammie K. Hursh  
Presiding Judge

David A. Rodabaugh  
Judge

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**Job Title:**

**Deputy Bailiff for Magistrate**

**Job purpose:**

Under the direct supervision of the Court Administrator the Deputy Bailiff assists the Magistrate in managing the Court Room. The Deputy Bailiff maintains order and decorum in the Court during hearings and trials. Performs courtroom management duties by ensuring courtroom facilities are available and ready for conducting the business of the Court.

This position is an “AT WILL” position. The person(s) employed by the Lima Municipal Court under this job classification serve solely at the pleasure of the Administrative Judge of the Lima Municipal Court and or his designee. AT WILL positions can be terminated, modified without cause with no recourse, totally upon the discretion of the Administrative Judge of the Lima Municipal Court and or her designee.

Employee, Non-Exempt: This job classification is not exempt from the overtime provisions of the Fair Labor Standards Act and is eligible to receive overtime pay.

**Duties and responsibilities:**

Illustrative examples of work:

- Perform security sweep of Court Rooms prior to initiation of proceedings.
- Prepare on a daily basis the Court Rooms for proceedings, including but not limited to activation of all applicable computers up to full function, starting all programs utilized by the Court such as Court Client Server, FTR recording system and so on which will be employed during the course of the proceedings.
- Coordinate the movement of cases and participants between the Court, Court administrative area and Clerk's Office.
- Answer telephone inquiries from attorneys, agencies and general public.
- Conduct research as requested by Judge or other administrative staff.

- Utilize computer systems and have knowledge of Windows, working systems, word processing, spreadsheets, Ipad applications and other applicable and required programs.
- Scheduling of cases.
- Safeguard evidence/exhibits as directed.
- Maintain the integrity of the Court by controlling the demeanor of participants in the criminal justice process both in the courtroom and outside the courtroom.
- Duplicate Audio/Video records of court proceeding to fulfill request for transcripts.
- Other duties as assigned by the Magistrate or Court Administrator and to fill in temporarily for Deputy Bailiffs in the Judges offices.

#### Essential Knowledge, Attitudes and Skills:

- High school diploma or equivalent required, Associates or Bachelor's Degree preferred, or equivalent experience preferred.
- Knowledge and application of proper English, grammar, spelling, punctuation, composition, and legal terminology.
- Comprehensive knowledge of case flow management and procedure.
- Pro-active attitude in researching what information may be required by the Magistrate.
- Can do and positive attitude.
- Serve legal process both criminal and civil as issued by the Court.
- Self-motivation and loyalty.
- Maintain confidentiality.
- Demonstrate ability to follow instructions both verbally and in writing.
- Consistently maintains exceptional work attendance and punctuality.
- Demonstrate ability to function effectively with co-workers with diverse personalities.
- Ability to perform basic office procedures.
- Ability to draft Judgment Entries, Pre-trial orders, Memoranda and correspondences for Judge's and Magistrate's review.

## Special Requirements:

- Understanding of the Court's responsibilities, functions, organizational structure and purpose.
- Responsible for comprehension and application of policies and procedures with applicable updates contained within the Court Procedure Manual.
- Ability to successfully deal with the full spectrum of citizens the Lima Municipal Court serves, whether plaintiff, defendant, witness, victim, officer, attorney or general public.
- Possess sufficient report writing skills to document events as required.

## PHYSICAL REQUIREMENTS OF THE JOB

Activity Involved	Frequency of Activity (rarely, occasionally or frequently)
<input type="checkbox"/> Lifting	Occasionally
<input type="checkbox"/> Carrying	Occasionally
<input type="checkbox"/> Reaching	Frequently
<input type="checkbox"/> Climbing	Frequently (two steps to bench)
<input type="checkbox"/> Bending	Occasionally
<input type="checkbox"/> Squatting	Occasionally
<input type="checkbox"/> Pushing/Pulling	Occasionally
<input type="checkbox"/> Twisting/turning	Frequently
<input type="checkbox"/> Keyboarding	Frequently
<input type="checkbox"/> Viewing computer monitor	Frequently
<input type="checkbox"/> Sitting	Frequently
<input type="checkbox"/> Standing	Frequently
<input type="checkbox"/> Walking	Frequently
<input type="checkbox"/> Crawling	Rarely

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|---|------------|
| <input type="checkbox"/> Running                                | Rarely     |
| <input type="checkbox"/> Reading paper documents                | Frequently |
| <input type="checkbox"/> Speaking and Listening<br>on telephone | Frequently |

The employee who performs this job also needs to possess:

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| <input type="checkbox"/> Normal hearing with or without corrections  | Yes  |
| <input type="checkbox"/> Normal vision with or without corrections   | Yes  |
| <input type="checkbox"/> The ability to drive or operate a motor vehicle   | No   |
| <input type="checkbox"/> The ability to wear protective equipment including:   | None |
| <input type="checkbox"/> The ability to effectively perform assigned duties in a<br>work environment that typically involved frequent<br>distractions and interruptions. | Yes  |