

AKRON MUNICIPAL COURT

SERVICE BAILIFF

DEFINITION

This is a full-time position with the Akron Municipal Court. The employee participates in the service of a wide variety of court documents and provides back-up coverage for the personal bailiffs as well as various departments of the court. The Service Bailiff works under the supervision of the Chief Service Bailiff.

CHARACTERISTIC WORK

The Service Bailiff has the responsibility of: providing personal service throughout Summit County for all court documents generated by the Akron Municipal Court; serving a wide variety of court papers and actions such as bank aids, forcible entry & detainer, garnishments, mandatory orders, replevins, show causes, small claims, subpoenas, summons, writs of restitution and 'to pay' orders; Also, performing evictions, levies, bailiff sales and the removal of clubs from immobilized vehicles; maintaining presence at evictions as needed to carry out court orders; performing all aspects of an execution including the levy of personal items and supervision of bailiff's sales; reviewing previous day's work by checking for complete information on return slips; participating in cross-training to substitute for personal bailiffs, traffic court bailiff, small claims coordinator and any other service area of the court; performing related work as required; handling other tasks as assigned by the Chief Service Bailiff and/or Court Administrator;

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of court operations and procedures; Knowledge of office procedures; Ability to effectively communicate with the general public and conduct themselves in a professional manner as a representative of the court; Possess proven organization skills;

EXPERIENCE AND EDUCATION

High school diploma or G.E.D.; Must hold a valid Ohio driver's license; Three (3) years of progressively responsible experience in the court preferred; Notary Commission preferred;

Submit resumes no later than Friday, February 28, 2014 to:

Montrella S. Jackson, Esq.
Court Administrator
Akron Municipal Court
217 South High Street Suite 713
Akron Ohio 44308

AN EQUAL OPPORTUNITY EMPLOYER