

ELYRIA MUNICIPAL COURT

COURT SECURITY OFFICER/BAILIFF

Job Details: Part Time Court Security Officer/Bailiff

Supervisors: Judge Gary C. Bennett and Judge Robert C. White

Pay Type/Range: Hourly \$26.61 per hour **Status:** Part Time

Bargaining Unit: N/A

Minimum Qualifications:

The applicant for the position must possess a high school diploma, or GED and be a U.S. citizen. Applicant shall have either an associate's degree or peace officer or corrections officer certification or currently enrolled to earn either with knowledge of court procedures and a background in security and law enforcement. The security officer must maintain a high degree of professionalism, situational awareness, and sound judgment.

Requirements, Skills, and Duties:

- The security officer will be required to be certified to carry a firearm and a TASER at all times while in the building and maintain firearms training as approved by the Ohio Peace Officer Training commission.
- Obtain and maintain First Aid/CPR/AED certifications and the ability to administer to any persons who may require such.
- Requires the ability to lift 50 – 60 pounds. This position may also require the employee to stand and walk or sit for extended periods of time.
- Required to protect the judges and/or magistrates, staff, witnesses, attorneys, defendants, and the public, and maintain order in the courtroom at all times.
- Will serve as the liaison with other agencies and watch the prisoners in the holding cells when agencies escort incarcerated defendants to court proceedings.
- Operates a metal detector, x-ray machine and hand wand to ensure the safety of all personnel in the building. Monitor security cameras, panic alarms, and secure the facility in the morning and evening.

- Will perform a variety of clerical assignments, including but not limited to, having Defendants fill out paperwork, search databases to help Defendants know where to go in the building, and keep track of hours to turn in time sheets.
- Requires the ability to control disputes, intervene in physical altercations as needed and to assist people who may be upset, scared, confused, angry and/or sad all while keeping composure and patience and maintaining strict compliance of what behavior is acceptable in the courthouse.
- The candidate must maintain confidentiality when needed in handling sensitive issues and always give routine and reliable attendance.
- The candidate shall not make any statements regarding a case to the press and shall direct any reporter or journalist to the respective Judge's office.
- The successful candidate will be a probationary employee for the first 90 days of his/her employment.

TO APPLY:

Complete and return a City of Elyria Employment Application Form available on the city website <https://www.cityofelyria.org/department/human-resources/> OR email your resume and a cover letter explaining your interest in this position to cvojtek@elyriamunicourt.org

Deadline for application is Thursday, February 12, 2026 at 4:00pm.

Contact Information:

Carol Vojtek
Assignment Commissioner
Judge Gary C. Bennett
601 Broad Street
Elyria, Ohio 44035
Fax: 440-326-1744
Email: cvojtek@elyriamunicourt.org

As an equal opportunity employer, the City of Elyria does not discriminate in its employment decisions on the basis of race, religion, color, national origin, gender, sexual orientation, gender identification, age, military status, veteran's status, genetic information, disability, ancestry, familial status, or on any other basis that would be in violation of any applicable federal, state, or local law.