



Job Announcement

DEPUTY BAILIFF/PROBATION OFFICER MIAMISBURG MUNICIPAL COURT

The Miamisburg Municipal Court is accepting applications for a full time Deputy Bailiff/Probation Officer. This is a split position spending half time in the Bailiff's office and half time in the Probation Department.

Deputy Bailiff

The Deputy Bailiff reports directly to the Chief Bailiff and performs other functions as designated by the Judge. This position assists in the operation of the courtroom by maintaining order during court sessions. Bailiff's duties include, but are not limited to, operating audio and video equipment and being responsible for preserving the record of court proceedings, personal service of court documents, supervising court ordered moveouts (evictions), and managing executions on property. Bailiffs also perform general clerical duties as necessary related to their job responsibilities.

Probation Officer

The Probation Officer reports directly to the Chief Probation Officer and is responsible for making sure all orders by the Chief Probation Officer or his/her designee are followed for the daily operation in the Probation Department. A Probation Officer schedules meetings with clients to ensure compliance with Court Orders and verifies all information given to the probation department and Court is accurate. They are also expected to advise the Chief Probation Officer or his/her designee of any problems or situations that occur and exchange information when needed. It is imperative that this individual be dependable and able to work effectively with the Chief Probation Officer, the Judge, court employees, other probation officers, and outside agencies.

Education & Experience:

- Minimum of a high school diploma or equivalent (G.E.D.). An Associate's Degree is preferred; and
- Experience as a probation officer or in law enforcement is preferred;
A basic knowledge of police methods, and procedures (i.e. arrest, search and seizure, use of force, etc.); is a plus; and
- Operational knowledge of Microsoft Office Suite software, and
- Ability to operate office equipment including a fax, scanner, copier, printer, and audio/video conferencing equipment.

**A combination of education, experience and training may be considered.*



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Additional Qualifications

- Qualified or willing to become qualified to carry a handgun. Candidate will be required to provide documentation confirming they have continued to qualify annually as set forth by the standards of the Ohio Peace Officer Training Council; and
- At least 21 years of age; and
- Possess and maintain a valid Ohio Driver's License and be able to be insured by the City of Miamisburg; and
- Able to pass an FBI and BCI background check; and
- Effective oral and written communication skills, and
- Ability to prioritize tasks and manage time effectively, and
- Ability to maintain confidentiality; and
- Able to fulfill all physical demands of the position.

*Additional job duties available upon request.

Compensation & Benefits

Compensation for this position is \$17.03 to \$29.66/hr DOQ with an excellent benefits package. Resumes and applications can be submitted to Clerk of Court, Amanda Zennie at courtjob@cityofmiamisburg.com or submitted by mail to Miamisburg Municipal Court 10 N. First St., Miamisburg, OH 45342. Review of resumes will begin March, 28, 2022 and continue until position is filled.

Disclaimer: The City of Miamisburg considers all applicants for all positions without regard to race, color, religion, gender, sex, national origin, age, disability, veteran status, or any other legally protected status.