

Job Posting: Notice of Vacancy

It is the intention of the LaSalle County Judiciary Department to fill one or more vacancies in the following job classification.

Job Classification: Bailiff (Part-time, as needed)
Location: LaSalle County

Department: Chief Judge's Office
119 W. Madison Street
Ottawa, IL 61350

Regular Work Week: Monday through Friday

Hours of Operation: 8:00am to 4:30pm

Wage: \$12.98 per hour, no benefits

Position is: Non-Union

See *Job Description* for Duties, Minimum Qualifications and Physical Demands

Interested persons should apply by completing the County application and returning it to:

Chief Judge's Office
Attn: Lori Wakeman
119 W. Madison Street
Room 202
Ottawa, IL 61350

LaSalle County

Job Description



Job title: Bailiff

Work Location: Criminal Justice Center & LaSalle County Courthouse

Division/Department: Chief Judge's Office/Judiciary

Reports to: Assistant Chief Bailiff, Chief Bailiff, Chief Judge's Office staff

Employment Classifications:

Part-time

Hourly

Salary Grade: ____

Current Employee holding position is:

Essential Duties and Responsibilities:

Facilitates the efficient functioning of the court system.

- Ensures that the Courtroom is opened, clean, properly equipped, heated and lighted prior to opening Court.
- Ensures that the appropriate parties and their attorneys and court personnel are present prior to opening Court.
- Opens Court and provides direction to witnesses, jurors and spectators.
- Maintains order in the Courtroom; follows the orders and requests of judges as related to the Bailiff's assignment and offers assistance to other court personnel as needed.
- Enforces Courtroom rules of behavior.
- Notifies Court Security, city/county police of problems or potential problems and assists as directed
- Monitors hallways and areas outside of the Courtroom ensuring that court proceedings are not disturbed..
- Responsible for jurors during jury trials. Responsible for arranging meals and overnight accommodations for jurors when requested. Guards the jury from outside contact, guards lodging of sequestered jury, escorts jury to restaurant & other areas outside of the Courtroom to prevent jury contact with the public.
- Performs other duties as assigned or directed.
- Maintains compliance with all company policies and procedures.

Education and/or Work Experience Requirements:

- High School Diploma required.
- Excellent verbal and written communication skills to effectively interact with the general public, attorneys, judges, co-workers and supervisors.
- Ability to follow direction and work independently with minimal supervision.
- Ability to maintain confidentiality and courtroom decorum.
- Team player with willingness to support departmental success.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires sitting (5-8 hrs), standing/walking (4-6hrs). This position experiences occasional bending, twisting, squatting, climbing and reaching movements. Defined Sedentary Work - May require lifting up to 20 pounds and carrying objects weighing up to 10 pounds.

Date Created: _____ Date Revised: _____ Approvals: _____

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most activities are performed indoors in an office setting. While performing the duties of this position, the employee is subject to normal consistent temperatures. The noise level in the work environment is moderate.

This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties or tasks as requested by management. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities

LaSalle County reserves the right to modify, interpret, or apply this job description in any way the County desires. This job description is not intended nor should be construed to be an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with this position. The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with a disability.

This job description is not an employment contract, implied or otherwise. Except as otherwise provided by a collective bargaining agreement or applicable law, all employees are at-will. This job description is not intended to void, replace, or conflict with negotiated union contracts. To the extent a collective bargaining agreement conflicts with this job description, the collective bargaining agreement shall supersede and/or modify this job description.

I have read, reviewed and agree that this job description accurately reflects the position.

ACKNOWLEDGEMENT

I have read or had explained the essential duties, responsibilities and minimum qualifications of this position for which I am expected to perform. I have reviewed the essential functions and work environment characteristics and I understand them completely.

Print Employee Name:

Employee signature:

Date:

Supervisor signature:

Date:

ADA: Job Analysis/Job Description

Position: Bailiff

Department: Judiciary

Date: 6/26/17

**The Americans w/Disabilities Act (ADA) requires employers to complete an analysis of positions. This checklist is to be used to identify physical activities & requirements, visual acuity and working conditions of the position.

The physical activity of this position. (Check ALL blocks that apply)

- Climbing.** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like; using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.
- Balancing.** Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Stooping.** Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Kneeling.** Bending legs at knee to come to a rest on knee or knees.
- Crouching.** Bending the body downward and forward by bending leg and spine.
- Crawling.** Moving about on hands and knees or hands and feet.
- Reaching.** Extending hand(s) and arm(s) in any direction.
- Standing.** Particularly for sustained periods of time.
- Walking.** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Pushing.** Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pulling.** Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Lifting.** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Fingering.** Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as a handling.
- Grasping.** Applying pressure to an object with the fingers and palm.
- Feeling.** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Talking.** Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Hearing.** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- Repetitive Motion.** Substantial movements (motions) of the wrists, hands, and/or fingers.

ADA: Job Analysis/Job Description

The physical requirements of this position.

(check only **ONE** block)

- Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
- Light Work:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.
- Medium Work:** Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy Work:** Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very Heavy Work:** Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

The visual acuity requirements including color, depth perception, field vision. (check only **ONE** block)

- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- The worker is required to have visual acuity to perform an activity such as: operates machines, such as lathes, drill presses, power saws, and mills where the seeing job is at or within arm's reach; performs mechanical or skilled trades tasks of a non-repetitive nature, such as carpenter, technicians, service people, plumbers, painters, mechanics, etc.
- The worker is required to have visual acuity to operate motor vehicles and/or heavy equipment.
- The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (is,,custodial, food services, general laborer, etc.) or to make general observations of facilities or structures (ie..security guard, inspection etc.)

The conditions the worker will be subject to in this position.

(check **ALL** boxes that apply)

- The worker is subject to environmental conditions. Protection from weather conditions but not necessarily from temperature changes.
- The worker is subject to outside environmental conditions. No effective protection from the weather.
- The worker is subject to both environmental conditions. Activities occur inside and outside.
- The worker is subject to extreme cold. Temperatures typically below 32 for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
- The worker is subject to extreme heat. Temperatures above 100 for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
- The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level.
- The worker is subject to vibration. Exposure to oscillating movements of the extremities or whole body.

ADA: Job Analysis/Job Description

The worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.

The worker is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dust, mists, gases, or poor ventilation.

The worker is frequently in close quarters, crawl spaces, shafts, man holes, small enclosed rooms, small sewage and line pipes, and other areas that could cause claustrophobia.

The worker is required to function in narrow aisles or passageways.

None. The worker is not substantially exposed to adverse environmental conditions (such as a typical office or administrative work.)

Department Head Signature

Date

H.R. Director Signature

Date