

AKRON MUNICIPAL COURT-SERVICE BAILIFF

Salary	\$49,421.00/year	Department	Judicial
Job Type	Full-time with benefits (including Saturday rotation)	Closing Date	December 4, 2025

DEFINITION OF WORK

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 is responsible for providing personal service for all court documents generated by the Akron Municipal Court throughout Summit County. The Service Bailiff's Department plays a vital role in ensuring the safety and security of the Akron Municipal Court, its employees, and the public it serves. Court bailiffs are authorized by statute to:

- Maintain a presence during evictions as needed to enforce court orders while upholding professionalism.
- Serve legal documents and execute court orders, processing all individuals remanded to the court's custody.
- Participate in cross-training to substitute for arraignment/personal/traffic bailiffs, small claims coordinators, and any other service area of the court. Performing related work as required and handling additional tasks assigned by the Chief Service Bailiff/Judges and/or Court Administrator.
- Participate in training opportunities, court activities, projects, and committees as requested or required.
- Enforcing courtroom rules and instructions given by the judge. Assist judges, jurors, and witnesses as needed.
- Familiarity with Tyler/Odyssey court management software; training can be provided after hire.
- Excellent computer skills are required, including proficiency in Microsoft Office products such as Word, Outlook, and Excel. Familiarity with PDFs and Adobe Acrobat is necessary as well.
- Maintain accurate records and handle sensitive or confidential legal information responsibly.
- Ability to handle multiple tasks and work effectively in a fast-paced environment while adhering to strict timelines.
- Must have Integrity, Discretion and have the ability to remain level-headed in difficult stressful situations and manage conflicts.
- Clean driving history required.
- Completes other duties and responsibilities as required.

KNOWLEDGE, ABILITIES AND SKILLS

Familiarity with courtroom procedures and legal terminology. Understanding of office procedures. Ability to effectively communicate with the public and represent the court in a professional manner. Capacity to maintain a professional appearance. Proven organizational skills. Ability to de-escalate situations and make quick decisions.

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EXPERIENCE AND EDUCATION

A high school diploma or G.E.D. is required. Candidates must possess a valid Ohio driver's license. Preferred: At least three years of progressively responsible experience within the court system. Preferred: Crisis Intervention Team (CIT) training or an equivalent mental health service training. Bailiffs will have the opportunity to receive specialized training and certification through the Ohio Peace Officer Training Academy (OPATA), which is authorized by the State of Ohio.

COURT EXPECTATIONS OF EMPLOYEE

All staff members of the Court are required to adhere to the Court's policies, guidelines, practices, and procedures. They are expected to serve as role models both inside and outside the Court, performing their duties efficiently and diligently according to workload demands while meeting the productivity standards set by their department. This position involves working 40 hours per week, typically from 8:00 a.m. to 4:00 p.m., with schedule adjustments to accommodate one Saturday each month. Newly hired employees will undergo a probationary period of ninety days. Please note that this is not a Civil Service position.

To apply for this position, please submit your resume, a list of references, and an optional cover letter via email to courtadmin@akronohio.gov by 4:00 PM on December 4, 2025. Be sure to include "Service Bailiff" in the subject line of your email. Applicants who meet the qualifications outlined in the job description will be contacted by phone or email to schedule an interview.

Applicants should not call or contact the Judges, the Court Administrator, the Human Resources Manager, or any Court employee concerning their application.

AN EQUAL OPPORTUNITY EMPLOYER