

### **Assignment Commissioner/Courtroom Bailiff:**

Performs a variety of highly responsible, confidential and complex executive level secretarial and administrative duties involved in providing assistance to the Judge, Magistrate and Court Administrator. An Assignment Commissioner/Courtroom Bailiff serves as a manager of courtrooms, participates in daily operations and relieves the Judge of the responsibility of completing routine courtroom matters. Representative duties include, but are not limited to, understanding and utilizing the court's case management system; monitoring and proactively managing cases; maintaining the Judge's and Magistrate's docket; utilizes and maintains electronic recording equipment to record court proceedings; dictation and editing on occasion; preparation of court orders, journal entries and financial /personnel documentation; preparation and sending of correspondence; preparation of reports and other legal materials; receiving, screening and referring phone calls, mail, and in-person visitors. Specific duties and responsibilities may vary.

This position is an "AT WILL" position. The Assignment Commissioner/Courtroom Bailiff is employed by the Willoughby Municipal Court, and serves solely at the pleasure of the Judge of the Willoughby Municipal Court. At-Will positions can be terminated or modified without cause, and without recourse, totally upon the direction of the Judge of the Willoughby Municipal Court, and/or designee.

Every effort has been made to make this job description as complete as possible. However, this in no way states or implies that these are the only required job duties of the Assignment Commissioner/Courtroom Bailiff. The omission of specific statements of duties does not exclude them from the position. The Judge of the Willoughby Municipal Court and/or the Court Administrator may assign tasks, which are not listed in the job duties section to employees under their direct or indirect supervision.

**Employee, Non-Exempt:** This job classification is not exempt from the overtime provisions of the Fair Labor Standards Act, and is eligible to receive overtime pay.

### **Illustrative examples of work:**

- Participates in daily operations of judicial chambers and oversees courtroom management.
- Receives, screens and refers phone calls, mail, and in-person visitors.
- Maintain Judge's and Magistrate's dockets.
- Coordinates the scheduling of fourteen law enforcement agencies for all types of hearings, subpoenas, warrants and other items as needed.
- Utilizes the Court's technology, including case management system.
- Provides clerical support for Judge and Court Administrator, including the preparation of correspondence, judgment entries, orders and forms.
- Oversees all aspects of jury management plan.

- Assists in other areas of the court, including courtroom bailiff duties, when vacation, illness or other circumstances may require.
- Other duties and responsibilities that may become necessary or as directed by the Judge or Court Administrator.

**Essential Knowledge, Attitudes, and Skills:**

1. High school diploma or equivalent required. Bachelor Degree preferred.
2. Knowledge and application of proper English, grammar, spelling, punctuation and composition.
3. Comprehensive knowledge of case flow, procedure, and administrative practices.
4. Excellent communication skills, both verbal and written.
5. Strong computer skills, proficiency in Microsoft Office applications.
6. Strong ability to comprehend and continuously employ evolving technology and applications.
7. Professionalism, discretion, integrity, and judgment.
8. Strong ability to adapt to evolving processes and systems.
9. Strong ability to multitask.
10. Ability/willingness to follow instructions both verbally and in written form.
11. Consistently maintains exceptional work attendance and punctuality.
12. Demonstrate consistent ability to function effectively with co-workers with a vast divergence of personalities. Contributes own functional expertise while recognizing the contributions of others. Is able to compromise and reach agreements on courses of action to optimize overall Court performance.
13. Ability to successfully operate basic office equipment and related operating programs.
14. Exceptionally organized person.
15. Must be able to consistently manage time and responsibilities effectively.

**Compensation**

Annual salary varies depending on years of experience in Court related work especially with scheduling and courtroom experience.

The minimum starting salary is \$45,000.00.