

Job Title: Bailiff I (Entry Level)
Location: Stow Municipal Court, Stow, Ohio
Department: Court
Job Type: Full-Time
Salary Range: \$33,000 - \$41,000
Application Being Accepted: August 20, 2025

Position Summary:

Stow Municipal Court seeks a highly organized and professional individual to support the daily operations of the Courthouse through a wide range of clerical and administrative tasks. This position plays a critical role in managing the court's workflow by providing direct administrative support to judicial staff and ensuring the smooth coordination of hearings, case management, and official communications.

Responsibilities include, but are not limited to: scheduling court proceedings with attorneys and defendants; reviewing files; issuing driving privileges; and performing secretarial, receptionist, and clerical functions. The ideal candidate will demonstrate attention to detail, strong communication skills, and the ability to manage multiple priorities and tasks in a confidential and fast-paced judicial environment.

Key Responsibilities:

Essential Office Duties:

- Schedule court hearings, trials, and related proceedings in coordination with the court dockets, and attorney/prosecutor schedules.
- Provide secretarial, clerical and receptionist services to the Bailiff's Station.
- Greet and assist attorneys, defendants, witnesses, and the public, providing clear information on court processes.
- Answer incoming calls, route messages, and respond to general inquiries in a professional and courteous manner.
- Issue court-authorized driving privileges (restricted licenses) and manage related documentation.
- Draft and manage correspondence, memos, and court-related communications.
- Input and update case information in the court's case management system and maintain data accuracy.
- Timely process and mail out required paperwork and documents from the Bailiff's Station.
- Handle written correspondence and prepare reports as directed by the Chief Bailiff.
- Report promptly for attendance and assignment at the Bailiff's Station.
- Assist Service & Execution Bailiffs (Outside Bailiff) by posting and serving notices to parties.

- Maintain inventory and office supplies for the Bailiff's Station.
- Locate files and court documents needed by the Bailiff's Station.
- Assist the Bailiff's Station staff with phone calls.
- Maintain Law Enforcement Automated Data System (LEADS) yearly certification.

Essential Court Duties:

- Obtain case files from the Clerk's Offices for the daily dockets.
- Prepare case files and necessary paperwork daily for the Courtroom dockets.
- Prepare the Courtroom for each day's docket, which includes being responsible for the physical appearance of the Courtroom and timely playing the informational video.
- Set up and operate all equipment within the Courtroom.
- Ensure the presence of all necessary participants (Court staff, prosecutors, defense attorneys, defendants, and interpreters).
- Maintain order/decorum throughout Court proceedings.
- Facilitate the movement of defendants to and from the Court as required by the docket schedule and in accordance with specific guidelines established in Bailiffs' Manual.
- Keep the Courtroom stocked with necessary forms, entries, and supplies.
- Facilitate the flow of paperwork and files between the Court, the Bailiff Station, Community Control, and the Clerk of Courts.
- Ensure defendants sign paperwork and serve copies upon them, if required.
- Complete and file paperwork as directed by judicial staff, which includes, but is not limited to: Commitment Orders; Electronic Monitoring probation referrals; Driver's Intervention Program (DIP) referrals, Temporary Protection Orders (T.P.O.), and other paperwork as directed by the judicial staff.
- Serve as liaison and contact for the Court and all persons having business with the Court.
- Maintain constant presence in the courtroom while court is in session.
- Assess and advise judicial staff and Court Security of potential security risks.
- Any other duties assigned by judicial staff or a supervisor.

Minimum Qualifications:

- High school diploma or equivalent required; Associate's or Bachelor's degree in Legal Studies, Public Administration, or a related field preferred.
 - At least one (1) year of administrative support, clerical, or legal office experience; experience in a court or public-sector setting strongly preferred.
 - Proficiency with Microsoft Office (Word, Excel, Outlook) and ability to learn the court management software.
 - A valid driver's license and reliable transportation is required.
 - Excellent organizational, communication, and time management skills.
 - Must handle confidential information with integrity and discretion.
 - Strong attention to detail and ability to work independently and collaboratively.
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Working Conditions:

- Work is performed primarily in an office setting and Courtroom.
 - Regular business hours with occasional adjustments based on Court schedule demands.
 - 40-hour, Monday-Friday, work week.
 - Requires professional dress attire.
 - Occasional assignments may require work outside of the Courthouse.
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Benefits:

- Competitive salary, which is commensurate with experience and education.
 - Health, dental, life, and vision insurance.
 - Ohio Public Employees Retirement System (OPERS).
 - Paid holidays, vacation, personal days, and sick leave.
 - Training and career development opportunities.
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How to Apply:

Submit a cover letter and your resume in word/ .pdf format via email to:

bchapman@stowmc.com

For questions, please contact Chief Bailiff, Bradford Chapman, at 330-564-4178.

All candidates and employees are subject to background checks and drug testing.

Stow Municipal Court and the City of Stow is an Equal Opportunity Employer.