

**Job Title:** Outside Service Bailiff

**Location:** Stow Municipal Court, Stow, Ohio

**Department:** Court

**Job Type:** Part-Time

**Pay Range:** \$23-\$27 per hour

**Applications Being Accepted:** January 8, 2026

### **Position Summary:**

The Stow Municipal Court is seeking a reliable and professional, part-time, Outside Service Bailiff to perform court-authorized duties outside of the courtroom but within the Court's jurisdiction in Northern Summit County. This position is primarily responsible for the service of court documents and related field duties that support the efficient operation and lawful authority of the Court.

### **Essential Duties and Responsibilities**

- Serve court documents including summons, notices, subpoenas, orders, and related legal paperwork within the Court's jurisdiction.
- Ensure proper, timely, and legally compliant service of documents.
- Maintain accurate records, affidavits, and proof of service documentation.
- Communicate effectively with court staff regarding service status and outcomes.
- Assist with court-related field duties as assigned by the Court.
- Represent the Court professionally when interacting with the public.
- Follow all applicable laws, court rules, policies, and safety procedures.
- Perform related duties as required to support court operations.

### **Minimum Qualifications**

- High school diploma or GED required.
- Experience in court services, legal process service, law enforcement, Associate's or Bachelor's degree in Legal Studies, Public Administration, or a related field preferred.
- Knowledge of proper service procedures and legal terminology is desirable.
- Valid driver's license with an acceptable driving record and reliable transportation is required.
- Ability to pass a background check and any required screenings.
- Excellent organizational, communication, and time management skills.
- Ability to exercise sound judgment and maintain professionalism in sensitive situations.
- Ability to work independently and manage assigned service routes.
- Proficiency with Microsoft Office (Word, Excel, Outlook) and ability to learn the court management software.
- Must handle confidential information with integrity and discretion.
- Strong attention to detail and ability to work independently and collaboratively.

## **Work Environment & Conditions**

- Duties are primarily performed in the field within the Court's jurisdiction (Northern Summit County).
- Work involves travel, outdoor activity, and interaction with the public.
- 20-30 hours per week, Monday-Friday. Hours through the week are flexible between 8am-4:30pm.

## **Compensation & Benefits**

- Competitive pay, which is commensurate with experience and education.
- Mileage reimbursement.
- 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](mailto:bchapman@stowmc.com)

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

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

**Stow Municipal Court and the City of Stow are Equal Opportunity Employers.**