

# Ashland County Juvenile Probate Court

## Bailiff/Probate Court Investigator Description

### Ashland County Juvenile and Probate Court

**Location:** Ashland County Court House 142 W. 2<sup>nd</sup> Street Ashland, Ohio 44805/ various off-site locations

**Job title:** Bailiff/Probate Court Investigator

**Reports to:** Judge DeSanto Kellogg

**Type of position:**  
Full-time

**Hours:** Fulltime

**Rate:** varies with experience

**General Function:** A Bailiff supports the security of the Juvenile Probate Division in the Court House, ensuring the safety of the Judicial Officers of the court, visiting public, and staff. The officer preserves order and may act to enforce regulations and directives for the site pertaining to personnel, visitors, and premises, including screening individuals who enter the Court. The Bailiff and Probate Investigator also performs various functions relating to the support of the probation department and serves as an investigator in guardianship matters.

### Responsibilities:

#### Major Duties, Responsibilities

- Screens court visitors; provides a visible, armed security presence and response; operates metal detectors, hand-wands and x-ray screening machines to detect concealed weapons and hazardous objects; controls employee bypass entrances and prevents unauthorized access to restricted areas; interacts with difficult and/or belligerent persons to diffuse situations peacefully; carries and safely controls court-approved and issued firearms and/or other defensive weapons.
- Responds to emergencies and implements emergency procedures when appropriate and as directed; responds to medical emergencies to summon assistance and monitor situation.
- Identifies potential security/safety concerns and notifies the Court Administrator; prepares and submits reports on security incidents; prevents potentially life-threatening activities directed toward Judges, witnesses, parties and the public.
- Performs other job-related duties as assigned.

### Expectations:

- To perform all duties in a competent and professional manner.
- To remain current in knowledge required to perform assigned duties.
- To keep court safe from internal or external harm.
- To develop and maintain effective working relationships with court personnel.
- Ability to follow written and verbal instructions.
- Communicate effectively verbally and in writing and communicate orally in a face-to-face setting and by telephone with public and employees.
- Ability to cultivate a working relationship with local Law Enforcement Agencies.

**General Requirements:****Experience:**

One (1) year minimum of relevant, responsible court security, law enforcement, military, private security or closely related experience. OPOTA certified with firearms, ability to obtain and maintain a peace officer commission from the ACSO.

**Interpersonal Skills:**

Courtesy, tact, and diplomacy are essential elements of the job. Work involves personal contact with others inside and/or outside the county for the purposes of giving or obtaining information, building relationships, making reports, or soliciting cooperation.

**Other Skills:**

Knowledge of the principles and practices of court security, methods and techniques for providing safety and security, and the provisions of providing emergency services. Knowledge of safe and lawful handling and use of firearms and defensive weapons in a court environment. Knowledge of defensive tactics and application of non-lethal weapons for controlling volatile situations. Proficient skills to make good decisions, observations, recall facts, and maintain a security awareness of the courthouse facilities. Ability to evaluate and respond to security problems in a swift, effective manner, and with appropriate actions. Computer skills, report writing, and interviewing skills are required.

**Physical Demands and Working Environment:**

Typically performs duties within the courthouse environment. Must have the ability to stand, walk, and sit for extended periods of time. Performs work that requires good physical strength and condition to apply restraining techniques, defensive tactics, react to physical confrontations and emergency situations, may lift and/or carry people, supplies, equipment and/or other heavy, bulky items. May be exposed to potential physical harm, infectious diseases and/or physical violence; may be required to physically restrain persons, and effectively deal with stressful and potentially life-threatening emergency situations.

**Qualifications:**

- High school diploma or equivalent.
- Successfully complete a background check prior to employment
- Must pass a pre-employment drug screen.
- Must be Ohio Peace Officer certified with firearms certification and relevant qualifications.
- Ability to obtain and maintain a commission from ACSO.

**Approved by:** Karen DeSanto Kellogg

**Title:** Judge