

DeKalb County Government currently has a full-time opportunity available for a Bailiff/Court Administrator in Superior Court I. The qualified person will assist the judge with managing daily case dockets, as well as perform tasks related to motions practice and coordination with various justice partners. The Bailiff performs various administrative responsibilities related to budgets and the general operation of the court.

This is NOT a security position.

Position Responsibilities

1. Perform as part of a three-person court staff with daily duties regarding case maintenance and general office operation.
2. Assist during various court hearings, including limited remote hearings, bench and jury trials, which includes the management of juries.
3. Conduct individual case updating on the court's case management system, which includes the daily processing of motions and orders, as well as other tasks as directed by the judge.
4. Coordinate with the county and state criminal justice partners on various inmate supervision, transport and release and issues.
5. Serve as the alternate court reporter when the full-time court reporter is unavailable.
6. Respond to inquiries via telephone and email, assisting with requests as needed.
7. Other duties as assigned.

Qualifications

A minimum of a high school diploma or HSE is required.

Proven typing and data entry skills are necessary.

Excellent communication and organizational skills are essential, as is strong attention to detail.

Ability to effectively interact with diverse groups of individuals.

Knowledge and understanding of legal terminology and criminal procedures is preferred but not required.

Full-time position – 35 hours per week, hourly/non-exempt. Hourly wage up to \$26.06/DOE. Benefits include: Medical/Dental/Vision/Rx coverage, along with Life/AD&D and Short Term Disability insurance, Retirement Plans, Generous Holidays and Paid Time Off, Public Service Employee Student Loan Forgiveness

Interested applicants should apply by e-mailing your **cover letter and resume** to careers@co.dekalb.in.us. Deadline is no later than 4 pm, February 17, 2025. No phone calls, please.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, age, sexual orientation, gender identity, disability or veteran status.