

2022-05.02

JOB POSTING: BAILIFF

Great job opportunity working as Bailiff in the McDonald County Circuit Court. This is a County paid position at \$14.42 per hour, 40 hours per week, paid monthly.

Monday through Friday 8:00 a.m. to 4:30 p.m. with a thirty-minute lunch.

Benefits include health, dental, vision and life insurance, retirement, paid holidays, paid sick and vacation leave. Position could be part time if needed, benefits not included in part time position.

Duties include keeping order in Court and protecting the Judge, responding to panic/duress calls from employees, transporting inmates to and from court, arresting suspected criminals, enforcing applicable laws, rendering assistance to public, assisting other law enforcement agencies and possibly other Deputy Sheriff duties. This position requires good communication skills, experience with serving the public, good knowledge of the practices of law enforcement, knowledge and understanding of scientific and social elements of public health and shall have an understanding and skill in the principles of risk communications.

Must have a high school diploma or GED, be 21 years of age, must not have any felony convictions or convictions for misdemeanor crimes of domestic violence, must possess valid Missouri Peace Officer Certification, must have valid driver license and be willing to undergo a background check and successfully complete pre-employment physical and substance abuse testing.

Applications can be downloaded from www.mcdonaldcountysheriff.com or picked up at the Circuit Clerk's office inside the McDonald County Courthouse. Please send all applications to Tanya Lewis, Circuit Clerk, McDonald County Circuit Court, PO Box 157, Pineville, MO 64856 or tanya.lewis@courts.mo.gov.

If you have any additional questions, contact Tanya Lewis at (417) 223-7512.
All applications must be received by June 3, 2022.

McDonald County is an Equal Opportunity Employer.