

Full or Part Time  
Non-Exempt  
Hourly  
CERF Eligible

## **JOB POSTING: 2022-12 COURT BAILIFF**

Great job opportunity working as Bailiff (Full or Part time) in the McDonald County Circuit Court. This is a County paid position at \$15.15 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. 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](http://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](mailto:tanya.lewis@courts.mo.gov). If you have any additional questions, contact Tanya Lewis at (417) 223-7512. All applications will be accepted until the position is filled.

We are an Equal Opportunity Employer.

*County of McDonald is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.*