

**FIRST JUDICIAL CIRCUIT  
WILLIAMSON COUNTY, ILLINOIS**

**JOB OPPORTUNITY**

**Position Title:** Court Bailiff

**Job Type:** Part-Time, Non-Union Position

**Pay Wage:** \$16.50/hr.

**Description:** Part-time Court Bailiff, that can be available at least two days a week with the potential of five days on occasion.

**Essential Responsibilities and Duties:** The responsibility of the bailiff is to assist and attend to the needs of juries/jurors, witnesses, judges, and persons having business with the court. The bailiff is an officer and representative of the court. As a result, the bailiff has direct contact with attorneys, litigants, jurors and the public both in and out of court. The bailiff must present a neat and pleasant appearance; be courteous and cooperative; assist in the smooth operation of the court's functions; be knowledgeable in all areas of the court's function; and be professional. The court bailiff shall be responsible for other duties and projects as assigned by the Presiding Courtroom Judge or the Presiding Circuit Judge. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.

**Desirable Abilities and Knowledge:** Excellent verbal communication skills; ability to work late evenings on occasion; knowledge of the Illinois court system is helpful but not required.

**Qualities:** Confidentiality, dependability, integrity, professionalism, and a strong work ethic are a necessity.

**Minimum Qualifications:** Must be 21 years old or older at time of employment; must have high school diploma or equivalent; must be able to pass a criminal background check and a drug test.

**Application Process:** Please submit a cover letter and resume to:

Janie Havens, Court Operations Manager  
Williamson County Judicial Department  
200 West Jefferson, Suite 260  
Marion, IL 62959  
or email to: [williamsoncountyjudicial@gmail.com](mailto:williamsoncountyjudicial@gmail.com)