

**TITLE:** Court Bailiff

**MINIMUM SALARY:** \$75/Day

*Monday-Friday with variable hours*

**Job Description:**

The Civilian Court Bailiff ensures the integrity of the judicial process as it relates to jury trials

**Major Duties:**

- Coordinate the movement of prospective jurors throughout jury selection, trial, sequestration, and through verdict delivery and final discharge of the jurors
- Attend to the needs and comforts of the jurors throughout the trial process
- Support communication between the Court and the jury once the trial is underway
- Communicate to the Court any observed or reported violation or suspicious behaviors in a timely yet discreet manner.
- Diligently support security protocol both inside and outside the courtroom

**MINIMUM QUALIFICATIONS:**

- High School Diploma or GED.
- Possession of or ability to obtain a valid Georgia driver's license
- No experience required