

**17<sup>th</sup> JUDICIAL CIRCUIT COURT OF ILLINOIS - WINNEBAGO COUNTY**

**BARGAINING UNIT VACANCY: CIRCUIT COURT BAILIFF**

**COMPENSATION:** \$15.00 per hour, plus benefits

**HOURS:** 8:00 A.M. - 5:00 P.M. - Monday through Friday, however, some evening and Saturday overtime possible.

**LOCATION:** Winnebago County Court Facilities, Rockford, Illinois

**JOB RESPONSIBILITIES:** Maintain security within assigned courtrooms and facility environments, including jury rooms, chambers areas and adjacent secure hallways. Assist judges with the coordination and scheduling of witnesses, attorneys, litigants, prisoners and the general public. Work in collaboration with law enforcement and courthouse security regarding security of the courthouse during medical emergencies, building evacuations, civil disturbances or other emergency situations. Responsible for stocking the courtrooms with required forms. Assist the court with the routing of paperwork and all other duties as assigned.

**JOB REQUIREMENTS:** A high school diploma is required. Law enforcement experience and/or training, knowledge of the judicial system and/or a security background is desirable. First aid and/or crisis management experience is preferred. Excellent interpersonal and communication skills are required. Ability to maintain confidentiality is essential.

**HOW TO APPLY:** A Cover Letter, Resume and Employment Application may be submitted to:

**Thomas R. Jakeway  
Trial Court Administrator  
Winnebago County Courthouse  
400 West State Street, Room 215  
Rockford, Illinois 61101**

Employment applications are available at the address above and also are available online at:  
[www.17thcircuit.illinoiscourts.gov](http://www.17thcircuit.illinoiscourts.gov)

Be advised that all offers of employment are conditional, subject to a satisfactory background review and medical examination, including drug testing.

**POSTED: 4-5-2018**

**EXPIRES: 4-11-2018**

**AN EQUAL OPPORTUNITY EMPLOYER**