



EMPLOYMENT OPPORTUNITY

City of Roseburg, Oregon

Bailiff

\$16.1888 - \$20.6542/hour

(Part-time, approximately 40 hours/month)

Applications Close – 5:00 p.m., Monday, January 24, 2022



GENERAL POSITION SUMMARY

Officer of the Court whose duties include assisting the Judge, keeping order in the courtroom and guarding prisoners or jurors in deliberation.

SUPERVISION RECEIVED

Works under general supervision of the Municipal Court Judge during court proceedings and under the supervision of the Finance Director or other designated administrative staff for all other matters.

SUPERVISION EXERCISED

Supervision of other employees is not a normal responsibility of positions in this class.

ESSENTIAL FUNCTIONS

Unless specifically identified as a "Non-Essential Job Function", the information included in this job description, and any referenced supplemental documents, is considered an "Essential Job Function". Temporary modifications to provide reasonable accommodations, or transitional work assignments, do not waive any of the essential functions for this position.

The following information is not all-inclusive.

- Prepares courtroom for sessions; opens doors, changes calendar date on bench, fills water pitchers, maintains order in courtroom, moves tables and chairs, and locks doors.
- Follows Judge's direction during the trial including taking exhibits to Judge, showing exhibits to Jury, moving display boards and arranging chairs.
- Ensures that jurors have no opportunity to speak to or hear witnesses, attorneys or defendants talking about cases.
- Escorts the public to cashier to pay fines.
- Maintains confidentiality of information obtained in the courtroom.
- Escorts prisoners to and from corrections facility and courtroom.
- May interview prisoners as part of release agreement management.
- Assists in court office activities as needed.
- Performs other tasks as assigned.

KNOWLEDGE, SKILLS & ABILITIES

- Ability to learn courtroom procedures and demeanor.
- Ability to establish and maintain effective working relationships with the Judge, court clerks, supervisory staff, attorneys and the general public.
- Ability to maintain order in the courtroom.
- Ability to understand and carry out oral and written instructions.
- Ability to work independently and schedule time to meet deadlines.
- Ability to speak and communicate with individuals and groups.
- Ability to read and follow instructions.
- Ability to remain calm and in control in varied situations.
- Ability to deal with hostile customers on a regular basis.

EDUCATION & EXPERIENCE

Education and experience requirements listed are minimum standards. Other equivalent combinations of education, certifications, training, and experience may be considered.

Education: Graduation from high school or the equivalent GED certificate.

Experience: Experience in law enforcement work preferred.

Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above.

SPECIAL REQUIREMENTS & CERTIFICATIONS

Post-offer physical including drug screen.

WORKING CONDITIONS

The City of Roseburg is committed to complying fully with the Americans with Disabilities Act (ADA) and Oregon's Disability Accommodation and Discrimination laws. We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities. The City of Roseburg will make reasonable efforts to accommodate a qualified applicant or employee with a known disability, unless such accommodation creates an undue hardship on the City of Roseburg's operations, or a safety risk to employee or coworkers, or removes an essential job function. Employees should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary, to enable the employee to perform the essential duties of a position, or to participate in the employment process. To discuss an accommodation request, please contact John VanWinkle, Human Resource Director.

While performing the duties of this job; work is performed primarily indoors in an office or courtroom environment. May deal with hostile customers on a regular basis. Requires mobility, hearing, seeing and bending. May require standing for extended periods of time.

The factors described herein, are representative of, but not all-inclusive of, those that must be met by an individual to successfully perform as a Bailiff.

WORK SCHEDULE

Part-time, Monday through Friday, fluctuating work schedule; approximately 40 hour per month. Bailiffs are scheduled every other week to alternate work shifts.

VETERANS' PREFERENCE

The City of Roseburg follows Oregon law regarding Veterans' Preference, you must complete the [Veteran's Preference Form](#) and attach a copy of your DD214 / DD215.

If you are a disabled veteran, you must also include a copy of your Veteran's Administration benefit summary/award letter with your application.

HOW TO APPLY: Complete an application form available via one of the following methods.

In-Person: City of Roseburg – Third Floor
Administration/Human Resources Office
900 SE Douglas Avenue, Roseburg, OR 97470

Electronically: Download at <https://www.cityofroseburg.org/departments/human-resources/employment> / Email To: jobs@cityofroseburg.org

Telephone Job Line: (541) 492-7010 (voice message listing openings)
Administration/HR Office (541) 492-6866

Submit completed application to Human Resources by the closing date listed in the job announcement. Applications must be received or postmarked no later than 5:00 p.m. on the closing date. All required documents should be presented with the application. Resumes are accepted in addition to, not in lieu of, the City of Roseburg application form. Faxed applications are not acceptable.

Selection Process: Applications are thoroughly reviewed and screened by the Human Resources Office. Since these are competitive selection processes, applicants whose backgrounds appear to most closely match the needs of the particular vacancy will be considered. Once the screening is complete, Human Resources notifies all candidates of their status. This process can take from one to four weeks after the closing date. Due to the number of applicants and the limited number of job opportunities, not all applicants proceed in the recruitment process.

The City of Roseburg does not discriminate on the basis of disability in the admission to, access to, or operations of its programs, services or activities. The City of Roseburg does not discriminate on the basis of disability in its hiring or employment practices.

Equal Opportunity Employer

Roseburg – The Hub of Southern Oregon

Roseburg is situated at the heart of the Hundred Valleys of the Umpqua in scenic, Southwestern Oregon. It is easily accessible from Interstate 5, 67 miles south of Eugene, 97 miles north of Medford, 80 miles east of Reedsport and 80 miles west of Diamond Lake at the summit of the Oregon Cascades. The elevation is 465 feet, and features a mild, fair seasonal climate. Winters are cool without much freezing and provide most of the rainfall that brings blossom-filled springs. A warming trend begins in April and May, continuing into the summery days of July and August. Fall weather is pleasant and crisp, producing brilliant leaf colors in late October. Extremes of heat and cold are rare. The summer humidity is low and snowfall is rare on the valley floor. The normal growing season is 217 days. Roseburg is the county seat and largest city in Douglas County. The population is 23,701 with an urban daytime population of approximately 60,000. The City is served by Roseburg School District #4, which has an excellent reputation and community support. Umpqua Community College is 5 miles north of the City and offers a varied curriculum with extensive adult education and community oriented classes. Multiple locations at the college are available for cultural activities, and there is a thriving community theater group with its own venue in a city park. The city boasts numerous park areas, including tennis courts, soccer and ball fields, a 9-hole golf course, skate park, disc golf course, dog park and walking trails. Roseburg is the location of choice for many who seek a high quality living environment at a reasonable price. Various community events, including Graffiti Week, Art and Wine Festivals and Music on the Half Shell, among others, are held throughout the year for local residents and tourists. There are numerous shopping opportunities from specialty shops in historic downtown to nationwide chain stores. Efforts to bring clean industries and new jobs to the area have been fruitful and are continuing through support by a coalition of government agencies and funding.

