



Posted: 1/13/2026

## Position Recruitment Notification For External Candidates

---

<b>Job Classification:</b>	<b>Municipal Court Bailiff</b>
<b>Department/Division</b>	Adjudication
<b>Employment Status:</b>	Part-time
<b>Annual Salary/Grade:</b>	\$32.18/hr. - \$46.66/hr. +/- DOQ/Grade 3
<b>Anticipated Hiring Range:</b>	\$32.18/hr. - \$39.42/hr. +/- DOQ
<b>FLSA:</b>	Non-Exempt
<b>Union:</b>	Non-Union
<b>Employment Commission:</b>	N/A
<b>Deadline for Application:</b>	<b>Posted until filled</b>

---

### POSITION SUMMARY:

The Municipal Court Bailiff is responsible for maintaining order and security during administrative adjudication and municipal court proceedings; to ensure the safety of all participants; and to provide essential support to the Administrative Law Judge and adjudication staff.

Possession of a High school diploma or equivalent is required as well as strong interpersonal, communication, and organizational skills. Ability to remain calm, professional, and assertive in stressful or confrontational situations. Basic computer literacy (e.g., using email, Microsoft Office, and databases). Ability to lift and move equipment or materials related to room setup (up to 25 lbs.). Commitment to maintaining confidentiality and impartiality.

Previous experience in courtroom security, bailiff duties, law enforcement, corrections, military, or public safety and knowledge of administrative hearing processes or municipal code enforcement is preferred. Emergency medical training (First Aid, CPR, EMT certification) is a plus.

### INSTRUCTIONS TO APPLICANTS:

Applicants can apply directly using the following link:

[https://secure.entertimeonline.com/ta/6141780.careers?ApplyToJob=788744576&full\\_apply=&jobid=788744576](https://secure.entertimeonline.com/ta/6141780.careers?ApplyToJob=788744576&full_apply=&jobid=788744576).

For additional information on the position visit our website at <http://www.oak-park.us/jobs>. Applications and resumes may also be submitted by mail to: Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL 60302; by email to: [jobs@oak-park.us](mailto:jobs@oak-park.us); or by fax to: 708-358-5107. The Village of Oak Park offers a highly competitive benefit package including but not limited to a retirement plan, deferred compensation program, social security, medical, dental, vision & life insurance, flexible spending accounts, vacation and sick leave.

### A COPY OF THE POSITION DESCRIPTION IS ATTACHED

The Village of Oak Park is an Equal Employment Opportunity Employer committed to a diverse workforce.



## MUNICIPAL COURT BAILIFF

**Department:** Adjudication

**FLSA:** Non-Union Non-exempt

**Pay Grade:** 3

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **DEFINITION**

To maintain order and security during administrative adjudication and municipal court proceedings; to ensure the safety of all participants; and to provide essential support to the Administrative Law Judge and adjudication staff.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general administrative direction from the Adjudication Administrator.

**EXAMPLES OF DUTIES** - Essential and other important duties and responsibilities may include, but are not limited to, the following:

#### **Essential duties and responsibilities**

1. Ensure a professional and orderly environment during administrative adjudication hearings.
2. Monitor attendees and remove disruptive individuals at the direction of the hearing officer.
3. Greet and check in hearing participants (e.g., respondents, witnesses).
4. Provide instructions on hearing procedures and direct individuals to appropriate locations.
5. Answer general questions regarding the adjudication process (non-legal guidance only).
6. Set up and arrange the hearing room before and after sessions (e.g., seating, signage, equipment).
7. Ensure audio/visual recording equipment is operational if required.
8. Assist the hearing officer and administrative staff with document handling and exhibit management, including distributing, collecting, and retaining exhibits for the record.



9. Monitor entry and exit points to ensure only authorized individuals are present and conduct basic facility checks for safety and compliance with Village protocols.
10. Complete incident reports for any disturbances, threats, or accidents and log daily attendance, appearances, or other relevant court activity as directed.
11. Provide backup for compliance officers or Village personnel when handling confrontational situations; may assist in issuing or logging citations during proceedings when necessary.
12. Respond to medical or safety emergencies according to Village protocol; alert appropriate emergency services and guide them to the correct location as needed

## **QUALIFICATIONS**

### **Required:**

- High school diploma or equivalent.
- Strong interpersonal, communication, and organizational skills.
- Ability to remain calm, professional, and assertive in stressful or confrontational situations.
- Basic computer literacy (e.g., using email, Microsoft Office, and databases).
- Ability to lift and move equipment or materials related to room setup (up to 25 lbs.).
- Commitment to maintaining confidentiality and impartiality.

### **Preferred:**

- Previous experience in courtroom security, bailiff duties, law enforcement, corrections, military, or public safety.
- Emergency medical training (First Aid, CPR, EMT certification) is a plus.
- Knowledge of administrative hearing processes or municipal code enforcement.

## **WORKING CONDITIONS**

Work is performed primarily in a municipal facility/hearing room environment; duties may require sustained standing and walking during sessions and light physical activity related to room setup and breakdown.

### **Diversity Equity & Inclusion Statement**

The Village of Oak Park commits itself to diversity, equity and inclusion by recognizing that creating a mutually respectful, multicultural and equitable environment does not happen on its own, it must be intentional. This includes providing equal opportunities for everyone regardless of race, ethnicity, gender identity, sexual orientation, religion, ability, military or veteran status or any other characteristics.