

Circuit Court for Howard County
Position Announcement
Circuit Court Bailiff
Part-Time on Call
\$75.00 Per Day

The Circuit Court for Howard County is seeking an individual to serve as bailiff for jury trials. This position performs the following essential functions:

- Assists the Court in jury selection.
- Escorts jurors to and from the courtroom and the jury deliberation room.
- Ensures that no outside person has any communication with the jurors.
- Tends to the needs of the jury and maintains juror trial notes in a secure location.

The employee in this position must have the following skills, abilities, and education:

- Ability to communicate effectively.
- Instruct others as necessary.
- Remain sitting or standing for long periods of time.
- Maintain confidentiality of all cases.
- Minimum of a high school diploma required.

Working hours for this position are 8:00 a.m. through the completion of the trial.

Please submit resume, salary history, and references (e-mail preferred) by 4:30 p.m. on January 9, 2012 to:

Steven T. Merson, Jury Commissioner
Circuit Court for Howard County
8360 Court Avenue
Ellicott City, MD 21043
Steve.Merson@mdcourts.gov

The Circuit Court for Howard County is a drug-free workplace and equal opportunity employer and values diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview may request such assistance in advance of an interview. The candidate selected for this position will be subject to a background check and must be a U.S. citizen or eligible to work in the U.S.