

The Canton Municipal Court

Bailiffs Office



The Canton Municipal Court is accepting applications for the position of Court Security Bailiff.

The Court Security Bailiff provides protection and assistance for Court personnel and the public. Responsibilities include: screening all visitors entering Court/Canton City Hall by processing all personal possessions through the x-ray screening device.; Perform hand searches of all briefcases, purses, packages or other personal items being brought into Court/Canton City Hall; Process and screen all visitors through the walk-through metal detector; Screen all visitors with the hand held metal detector wand, as necessary; Conduct pat down, frisk searches upon reasonable suspicion; Confiscate, document and secure any contraband pursuant to established policy; Detain individuals found to convey contraband into to Court/City Hall; Log all authorized law enforcement personnel retaining their weapons while in the Court; Secure authorized weapons in weapons lockers as necessary, pursuant to established policy; Complete booking process on defendants using the LiveScan automated fingerprint system; Direct visitors to their destinations within the Court/City Hall; Conduct regular and random security rounds throughout the Court; Take individuals into custody at the direction of the Judges of the Court; Complete all necessary reports and required documentation regarding Critical Incidents; May serve in role as Deputy Bailiff and serve summons and subpoenas, perform evictions, conduct executions, and other functions as described in the Deputy Bailiff job description; Assist in the temporary care and custody of prisoners; May serve as Magistrate Bailiff in Traffic/Small Claims Division. Performs other functions as designated by the Deputy Court Administrator/Chief Bailiff or Court Administrator. Understands and adheres to the policies and procedures of the Canton Municipal Court.

The Court Security Bailiff is an armed position and requires psychological testing for fitness to carry a firearm as well as successful qualification and annual re-qualification with the firearm on an OPOTA Course of Fire. Court Security Bailiffs must obtain and maintain certification in Basic Unarmed Self-Defense and the use of OC spray.

This position requires rotating shift work on Monday through Friday, as necessary to accommodate the needs of the Court. Work hours will range from 730AM – 330PM and 8AM – 4PM. There are occasions throughout the year that the Court Security Bailiff will be scheduled to work while City of Canton Offices are open while the Court is closed.

Because the primary function of the Court Security Bailiff is security and may involve physical contact, it is imperative that all Court Security Bailiff's are able to meet the physical demands and specific requirements of this position. This position requires direct contact with offender population and exposure to potentially stressful and dangerous situations and conditions

Position requires working in close proximity to radiation producing equipment.

Qualifications for this position prefer an undergraduate degree in criminal justice, law enforcement, sociology or related field. High School Diploma or Equivalency required; Ohio Peace Officer certification, Ohio Bailiff Training Academy certification or Judicial College Bailiff certification required. Two years' experience working in court, correctional or law enforcement environment preferred. Other necessary skills include highly refined and effective inter-personal communication skills, basic computer skills, and strong organization skills.

Applicants wishing to be considered should submit a letter of interest and resume' detailing their qualifications to lindsay.trent@cantonohio.gov

The Canton Municipal Court is an Equal Opportunity Employer