

# **Green Lake County Circuit Court**

## **Jury Bailiff**

Green Lake County Circuit Court is currently seeking a part-time male and female jury bailiff. This position is on a monthly on-call basis. Bailiffs will be advised of jury trials scheduled for a particular month approximately 4-6 weeks ahead of time.

### **Essential Duties and Responsibilities:**

- Maintain a good working relationship with judges, court personnel, attorneys, jurors and the public and is bound by guidelines to keep all jurors secure for trials and to insure smooth handling of jury trials.
- Take attendance of jurors reporting for jury duty.
- Escorts jurors to and from the courtroom and jury room and ensures all jurors remain together and prevent contact with the public.
- Observe jurors for any needs during the trial; hand out and collect notebooks.
- Maintains confidentiality.
- Acts as a liaison between the Judge and jurors during the pendency of the trial.
- Performs other duties as directed by the Judge or Clerk of Circuit Court.

### **Qualifications:**

- Must be at least 18 years old.
- High school diploma or GED.
- Flexible schedule.

**Compensation:** \$10.50 per hour

For more information, please contact Amy Thoma, Clerk of Circuit Court, at 920-294-4145.