



WHITLEY COUNTY GOVERNMENT

POSITION: Bailiff
STATUS: Full-time/Non-exempt
DEPARTMENT: Superior Court
WORK SCHEDULE: 8:00 a.m. – 4:30 p.m., M-F
JOB CATEGORY: COMOT (Computer, Office Machine Operation, Technician)
2021 BASE PAY: COMOT II - \$41,233.00
EDUCATION REQUIRED: High School Diploma or GED

Incumbent serves as Bailiff for the Whitley County Superior Court, responsible for performing clerical duties and assisting jurors and the public.

For a complete list of Job Duties and Requirements, please see the **Complete Job Description** that can be found here: https://www.whitleygov.com/egov/documents/1610729670_85512.pdf

All applicants are required to complete a Whitley County Employment Application that can be found here: https://www.whitleygov.com/egov/documents/1584706605_47406.pdf

Applications/resumes will be accepted until 4:30 p.m. Friday, January 29, 2021.

Please send applications/resumes to:

wcsuperiorcourt@whitleygov.com

**Whitley County Superior Court
101 W. Van Buren Street, Room 30,
Columbia City, IN 46725
Fax: (260) 248-3144**

Whitley County Government is an Equal Opportunity Employer and does not discriminate upon the basis of race, age, gender, religion, national origin, disability or any other characteristic protected by law. Whitley County will provide reasonable accommodations to qualified individuals with a disability.