



JOB POSTINGS

Title	Part Time Security Bailiff
Department	Sheriff Department
Supervisor	<p>Reports to: Corporal and/or Sergeant Courts Division</p> <p>Subordinate Staff: None</p> <p>Other Internal Contacts: Circuit Courts and Juvenile Court personnel including Judges, and staff</p> <p>External Contacts: Attorneys and their staff, Department Heads and staff of the Justice Center, County Building and YOC, General Public.</p>
Qualifications	Primarily responsible for serving as a building Security Officer for the Justice Center, County Building and Youth Opportunity Center under the direction of the Sheriff's Office. These officers are the first line of defense for the employees of the county buildings.
Responsibilities	<p>Be visible when individuals are entering the Justice Center, Delaware County Building and Youth Opportunity Center.</p> <p>Perform random foot patrols of the buildings and offices herein.</p> <p>Perform routine mechanical searches of individuals entering the lobby area, including but not limited to individuals entering the areas for court, Sheriff's Office business and or any other office operating within these buildings.</p>
Apply	<p>Send or drop off completed applications to:</p> <p>Delaware County Human Resources Department 100 W. Main St., Room 208 Muncie, IN 47305</p>
Application Deadline	Applications will be accepted until position filled.