



JOB ANNOUNCEMENT

The City of West Plains, an Equal Opportunity Employer, is seeking a qualified candidate to serve as a **Court Bailiff** within its Municipal Court. This is a part-time, non-exempt position consisting of 20 hours per week. Candidate must be Missouri POST certified.

ABOUT THIS POSITION

The Court Bailiff is a sworn police officer who is assigned to assist in the operation and security of the West Plains Municipal Court. The primary responsibility is providing security and safety for the Court. This includes but is not limited to keeping order in the court, protecting the judge and court attendees, controlling inmates, and making arrests if necessary. Searches and inspects packages and persons coming into the courtroom in a reasonable manner. Provides assistance during any emergency situation and attends to other court related matters at the judge's direction or other authorized court staff.

PHYSICAL REQUIREMENTS

While performing the essential functions of this job, and because the primary function of the Court Bailiff is security and may involve physical contact, it is imperative that the candidate be physically able to meet the physical demands of the job including, but not limited to, the ability to stand, walk or sit for extended periods of time while remaining alert and attentive at all times, perform strenuous physical activity with sufficient physical strength and stamina to detain or arrest individuals failing to comply with order of the Court or individuals with active warrants.

MINIMUM QUALIFICATIONS

- Must be 21 years of age by date of appointment.
- Missouri POST certification (Class A Peace Officer License) or currently enrolled in a POST certified academy and in good standing.
- Valid Missouri Driver's License and safe driving record.
- Possess or the ability to obtain after appointment, basic CPR and First Aid certifications.

SALARY AND BENEFITS

- This part-time position has a starting wage of \$16.10 per hour.
- A benefit package is not offered with this position.

APPLICATION AND SELECTION PROCESS

Applications are available online at www.westplains.gov. Completed applications and resumes may be emailed to hr@westplains.gov or delivered in-person to City Hall. The selection process requires the candidate to successfully pass a series of different testing processes that will determine the suitability for the position. Testing includes, but is not limited to, physical agility test, written exam, oral interview, drug and alcohol screening, thorough background investigation, psychological evaluation, and medical examination.