

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:

Hearings Bailiff

SERIES NO.:

1271

MAJOR AGENCIES:

Liquor Control

EFFECTIVE DATE

SERIES PURPOSE:

The purpose of the hearings bailiff occupation is to prepare courtrooms for hearings.

At the full performance level, incumbents prepare courtroom, dockets, evidence & records for hearings.

CLASS TITLE:

Hearings Bailiff

CLASS NUMBER:

12711

EFFECTIVE DATE:

03/26/1990

CLASS CONCEPT:

The full performance level class works under general supervision & requires working knowledge of courtroom procedures in order to prepare rooms, dockets, evidence & records for hearings.

CLASS TITLE Hearings Bailiff	CLASS NUMBER: 12711	BARGAINING UNIT: 09
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EFFECTIVE DATE

03/26/1990

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Prepares rooms for hearings, places dockets, evidence & records out for judges, registers attorneys, permit holders, witnesses & investigators, briefs principals on hearings procedures, clears & cleans hearing room, files all records & stores evidence.

Receives, registers & records physical evidence; destroys obsolete evidence.

Performs miscellaneous clerical tasks related to hearings preparation & procedure (e.g., performs telephone reception; provides information; keeps records in order).

MAJOR WORKER CHARACTERISTICS:

Knowledge of office practices & procedures*; addition/subtraction. Ability to sort items into categories according to established methods; deal with problems involving few variables within a familiar context; arrange items in numerical or alphabetical order; read short sentences with concrete vocabulary.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes addition & subtraction & in reading, writing & speaking common English vocabulary.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.