

CITY OF DULUTH
3167 Main Street
Duluth, GA 30096
770-476-3434

Job Announcement

COURT BAILIFF – Part-Time (Sworn Police Officer)

POSTING DATE: 5/18/2023; updated 7/14/2023; 10/4/23

PAY RATE: \$35.48 per hour, approximately 20 hours per week Monday-Friday mornings (Grade 26)

DUTIES: Court Bailiffs are sworn police officers who are assigned to assist in the operation and security of the Municipal Court of the City of Duluth. The bailiff's primary responsibility is court security including protection of the judge, controlling inmates, and conducting and providing physical security for the court. Work requires independent judgment and discretion in difficult or unusual situations. Work involves an element of personal danger. Work is performed under the general supervision of the Court Security Coordinator and Judge.

MINIMUM REQUIREMENTS:

- Age 21 or older
- High School Diploma or State-Issued GED; some college preferred
- Georgia P.O.S.T. Certified or Graduate of a Georgia Law Enforcement Academy*
- In good standing with P.O.S.T.
- Georgia Driver's License within 30 days of hire
- Be able to perform the essential job functions as listed in the Job Description

**Questions concerning the police academy or certification should be directed to Georgia Peace Officer Standards and Training (GA P.O.S.T.) at 770-414-3313.*

Applicants should note that Georgia law provides that previous employers may make a claim for salary and training expenses in accordance with O.C.G.A. 35-8-22. Applicants should determine if this Code section applies to their specific situation. The City of Duluth will not pay for the mandated salary, training, or any related expense of any applicant.

BACKGROUND INVESTIGATION: A rigid and thorough personal, work experience, and qualification background investigation is required, which includes a medical exam, drug screening test, psychological tests (written and clinical), polygraph examination, verification of all credentials and qualifications (personal references, previous employment, POST status, education, training, etc.), and interviews.

TO APPLY: You can apply online using the link from our website www.duluthga.net/jobs

Contact Major William Petty at recruiting@duluthpd.com or 678-512-3710 for further details.

Open until filled.