



WORK FOR JUSTICE

LIVE WITH HONOR

General information on how to become a JSO Court Bailiff Officer

QUALIFICATIONS:

- Must possess a High School diploma or GED equivalent
- Be at least twenty-one (21) years of age.
- Be a citizen of the United States.
- Must possess a valid Florida driver's license.
- Be in good physical condition.
- Be of good moral character
- **NOT HAVE TATTOOS** above the collarbone (e.g., neck, face, or behind the ear) or below the wrist (e.g., hands, fingers).
- **NOT HAVE** received a dishonorable discharge from any of the Armed Forces
- **NOT HAVE** been convicted of any felony
- **NOT HAVE** been convicted of a misdemeanor involving false statement, perjury or domestic violence
- **MUST HAVE** a **Basic Law Enforcement or Corrections Training Certification** issued by the Florida Criminal Justice Standards and Training Commission. A copy of state exam test score must be submitted. Out of state certified applicants contact Florida Department of Law Enforcement (FDLE) at 1-850-410-8600 to obtain certification transfer information.

Prior to being selected for employment, all applicants must successfully complete the following:

HIRING PROCESS:

- Physical Ability Test
- Writing Skills Test
- Polygraph Examination
- Background Investigation
 - Credit History Check
 - Driver's License Check
 - Criminal History
 - 10 Year previous Employment and Residential Check
- Oral Board Interview
- Medical/Stress Test/ Drug Screen
- Psychological Examination
- Administrative Review Board

All applications must be submitted online. After your application has been reviewed and accepted, you must submit supporting documents to the Criminal Justice Training Center, 4715 Copper Road, Building P, **within 14 days**, Monday through Friday between the hours of **8 a.m. - 12 p.m.** and **2 p.m. - 4 p.m.**

Local applicants are encouraged to hand deliver their supporting documents during normal business hours.



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BENEFITS:

- Excellent working conditions
- Advance Training Classes Opportunities
- Uniforms, Firearms, and equipment provided throughout duration of employment

SCHEDULE:

- Work schedules are set at the sole direction of the Jacksonville Sheriff's Office. The average work hour is 30 hours per week.

PREMIUM PAY:

- Eligible employee shall be paid at the rate of one and one-half times the employee's regular rate of pay for all hours worked in excess of 40 hours per week.

VACATION:

- Annual leave may be accrued after one (1) year of service.
- Eleven paid holidays per calendar year.

BEREAVEMENT:

- May be granted up to 2 days off without loss of pay.

LIFE INSURANCE:

- Ten thousand (\$10,000) group term life insurance for all eligible employees, at no cost to the employee

SALARY:

- \$17.26 per hour

Closing Date – Continuous Recruitment