



## General information on how to become a 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, have no felony convictions or misdemeanor convictions involving moral character, perjury or false statements or domestic violence
- Not have received a dishonorable discharge from any of the Armed Forces
- 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 at time of application. 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

Applications may be submitted online or typewritten. Applications along with required documents will be accepted at the Criminal Justice Training Center, 4715 Capper Road, Building P, 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 application during normal business hours.**



## **COURT BAILFF OFFICER BENEFITS**

### **BENEFITS:**

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

### **SCHEDULE:**

- Average 30 or more hours per week

### **PREMIUM PAY**

- Receive time in a half for all hours work in excess of 40 hour a work 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 eligible employees, at no cost to the employee

### **MILITARY PAY:**

- Uniformed Services Employment, employees may be granted up to 17 working days each calendar year for training.

### **SALARY:**

- \$17.61 per hour

### **CLOSING DATE - CONTINUOUS RECRUITMENT**