



Fort Collins Municipal Court Bailiff (unpaid)

JOB DESCRIPTION

This is an unpaid volunteer assisting Court staff as they serve customers who have citations filed in Fort Collins Municipal Court. Customer service is provided with integrity, efficiency and accuracy, treating each individual with courtesy and respect.

LOCATION

- 215 N. Mason Street, 1st Floor, Municipal Court

PRIMARY ACTIVITIES

- Greeting citizens.
- Distributing advisement forms or trial questionnaires.
- Directing citizens to appropriate Court areas, other City offices, and other local Courts.
- Ushering citizens and/or files between courtroom and clerks' office.
- Additional tasks as assigned.

EXPECTATIONS

- Excellent customer service skills including the ability to precisely articulate complex information to others in an ethical and respectful manner.
- Excellent public relations and communication skills including the ability to interact and work effectively and courteously with people from varying social, cultural, and economic backgrounds.
- Interest in the judicial system and process.

TIME COMMITMENT AND AVAILABILITY

- Typical assignments occur Monday, Wednesday, and Thursday mornings between 7:30am and 9:30am – 10:30am.
- Occasional afternoon trial sessions.
- 6-9 hours per week.

BENEFITS TO VOLUNTEER

- Valuable learning opportunity observing the judicial system.
- Development of customer service skills.
- Academic and community service credit available when all criteria are met.
- Limited access to City personal and professional development opportunities.
- Access to City job application system and select volunteer opportunities.

LICENSES OR CERTIFICATES REQUIRED

- This is a position of trust- background check required
- This is a safety sensitive position- drug test required

To apply for the Municipal Court Bailiff, submit an [application](#), letter of interest and resume to Patty Netherton, court@fcgov.com. **Your letter of interest should address your experience and abilities related to the PRIMARY ACTIVITIES and EXPECTATIONS listed in this description.**

Thank you for your interest. To learn more about Fort Collins Municipal Court, visit fcgov.com/municipalcourt.