



**THE CITY OF SNELLVILLE
ANNOUNCES A VACANCY FOR**

POLICE COURT BAILIFF (Part Time) – POLICE DEPARTMENT

STARTING SALARY RANGE: \$27.00 – \$33.00 per hour, depending on experience.

APPLICATIONS WILL BE RECEIVED UNTIL: until position filled.

DUTIES:

The Police Court Bailiff is a certified Georgia POST Basic Peace Officer responsible for maintaining safety and order within the courthouse. They monitor entrances, conduct security screenings, and maintain a visible presence to deter threats. During court proceedings, they provide security, escort personnel, and respond to disturbances. In emergencies, they handle incidents, assist with evacuations, and provide first aid. Additionally, they take enforcement action when necessary, and perform administrative tasks such as reporting and assisting the public.

MINIMUM REQUIREMENTS:

- Must be 21 years of age or older;
- Must have a high school diploma or GED;
- Must have a valid Georgia Driver's License; and
- Must have an active Georgia POST Basic Peace Officer Certification in good standing with prior experience in law enforcement.

HIRING PROCESS:

The hiring process consists of a panel interview; an evaluation of prior education and work experience; verification of Georgia POST Basic Peace Officer certification, a criminal and credit history background check; and successful completion of a post-conditional offer psychological exam, polygraph interview and exam, a physical exam and pre-employment drug screen. There will be a rigid personal and work background investigation.

APPLICATIONS CAN BE SUBMITTED:

IN PERSON
City Hall
Personnel Office
2342 Oak Road
Snellville, GA 30078

ONLINE
www.snellville.org/jobs

THE CITY OF SNELLVILLE IS AN EQUAL OPPORTUNITY EMPLOYER.

DATE: May 15, 2025