

Ohio Bailiffs & Court Officers Association
6486 TIMBERHILL COURT
CINCINNATI, OHIO 45233-4575
WWW.OHIOBAILIFFS.COM



MARCH 1, 2010

To Ohio Court Personnel:

I would like to invite you to join us in recognizing the Outstanding Court Employee of the Year. The Ohio Bailiffs and Court Officers Association initiated this program to annually recognize exemplary service or actions of court employees.

Any full-time or part-time employee may nominate another full-time or permanent part-time employee for this award. Please make this information available to all of your employees.

We cannot honor the most worthy employees without the people they work with first nominating them for the award. Please take a few minutes to give serious thought to your employees and/or peers and then take some time to nominate your outstanding court officer for consideration as the Outstanding Court Officer of the Year in the State of Ohio.

Enclosed you will find the information that describes the award to include eligibility, nomination and selection process, selection criteria and award recognition along with the nomination form. Please feel free to reproduce anything in the packet.

When completed, nominations must be signed and be mailed to:

BILL SCHMIDT, EXECUTIVE DIRECTOR
OHIO BAILIFFS AND COURT OFFICERS ASSOCIATION
6486 TIMBERHILL COURT
CINCINNATI, OHIO 45233-4575

Nominations must be **received** by **February 1, 2011**, to be eligible.

Sincerely,

TOM MULGREW
President

"Maximizing Excellence"

OHIO BAILIFFS AND COURT OFFICERS ASSOCIATION
6486 TIMBERHILL COURT
CINCINNATI, OHIO 45233-4575
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Subject: Court Officer of the Year Award

I. PURPOSE

To Annually recognize exemplary service or actions of court employees and to provide guidelines for their selection.

II. POLICY

A. Eligibility

1. Full-Time and Permanent Part-Time Employees of any Ohio Court are eligible for the Court Officer of the Year Award.
2. Members of the Board of Directors of the Association are not eligible to be nominated for the "Court Officer of the Year Award".

B. Nomination and Selection Procedures

1. Nomination – Any full-time or permanent part-time Judge, Bailiff, Clerk, Court Administrator, or any other court officer, may submit a nomination form recommending an employee for their District Court Officer of the Year Award.

Nomination forms will be sent to all members of the Association and may be reproduced locally and handed out to all court employees qualified to nominate an employee for this award.

2. Selection – Nominees for the District Court Officer of the Year will be reviewed by the District Director and Representatives who will select a district winner using the criteria established by this directive. This District winner will then be eligible for consideration for the state level Court Officer of the Year Award.

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C. Selection Criteria

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1. Technical Knowledge and Ability
 - a. Prioritizes work and manages multiple tasks.
 - b. Accurate and thorough in work assignments.
 - c. Cooperates with peers and superiors.
 - d. Uses sound judgment and assertiveness to effectively comprehend and perform tasks required under routine and emergency situations.
 - e. Improves job efficiency through self-study and/or available training.
 - f. Communicates clearly and concisely, both orally and in writing.
 - g. Projects a positive public relations image by handling telephone calls, public contacts, and routine media contacts in a businesslike and courteous manner.

2. Positive Mental Attitude
 - a. Cooperative, dependable, and readily adapts to change.
 - b. Works well with little supervision.
 - c. Self motivated and gives extra effort.
 - d. Positive work attitude, alert to the needs of the court, other employees and those using the court facility.
 - e. Prompt and courteous response to the needs of other employees and the public.
 - f. Works well as a team member and helps to maintain morale.

3. Personal Attributes
 - a. Presents a neat professional appearance.
 - b. Loyal to the court and fellow employees.

 - c. Takes the initiative to go the extra "mile".

- d. Keeps judge and supervisors informed.
- e. Maintains positive voice inflections during stressful situation.
- f. Self-reliant.

D Award Recognition

1. District Awards

- a. Certificate from the Association
- b. Recognition in the local media
- c. One year membership in the Ohio Bailiffs and Court Officers Association
- d. Consideration for the State Award as Court Officer of the Year.
- e. Attendance of the District Winner and spouse at the Annual Meeting of the Association Banquet, held each year in the Spring, where the State Award winner will be announced.

2. State Award

- a. Plaque
- b. Certificate from the Association
- c. Statewide recognition in the media and national recognition through the publication of the International Association of Court Officers & Services, Inc.
- d. One year membership in the Ohio Bailiffs and Court Officers Association.
- e. Attendance at an in-state training program at the expense of the Association up to \$200.00.

COURT OFFICER OF THE YEAR AWARD
(NOMINATION FORM FOR OUTSTANDING PERFORMANCE)
OHIO BAILIFFS & COURT OFFICERS ASSOCIATION



NOMINEE: _____ JOB TITLE: _____

FACILITY/COMPONENT: _____

JOB DUTIES (Briefly describe the Nominee's regular duties):

TECHNICAL KNOWLEDGE & ABILITY (Has the knowledge and ability to complete their job and follow through to completion):

POSITIVE MENTAL ATTITUDE (Works as a member of the team and gets along well with others):

PERSONAL ATTRIBUTES (Qualities and characteristics that exemplify leadership, the professional image of the position, and demonstrate resourcefulness and enthusiastic effort in accomplishing the goals and objectives of the Court):

ADDITIONAL INFORMATION (Other facts that you believe point out the outstanding performance of the Nominee):

- If there is insufficient space on this form please feel free to attach additional sheets.
- You may also attach any other documentation which you feel supports your nomination.

Signature – Person Submitting Nomination

Court

Address

Phone

MAIL TO: BILL SCHMIDT, EXECUTIVE DIRECTOR
OHIO BAILIFFS AND COURT OFFICERS ASSOCIATION
6486 TIMBERHILL COURT
CINCINNATI, OHIO 45233-4575

All nominations must be received by February 1, 2011, for nominee to be eligible

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