

SPARKS JUSTICE COURT

POSITION: BAILIFF

LOCATION: 630 Greenbrae Dr., Sparks, NV

HOURS OF WORK: 19 Hrs/Wk Max, Schedule TBD

DESCRIPTION: Bailiffs maintain order and provide general case and calendar management services for the Judges. Duties include providing general security services throughout the courthouse and case movement in the operations of the court by maintaining order, calling calendars, notifying interested parties, transfer of defendants, collecting case files for court cases, and performing various services for justices. Duties are performed in accordance with established practices, procedures, and instructions from a supervisor or judge and are reviewed primarily through observation of performance and conferences.

RESPONSIBILITIES: *(The following is used as a partial description and is not restrictive as to duties required.)* Maintains the order, decorum, dignity and security of the court by seating defendants, victims, witnesses, and spectators in specific areas of the courtroom and by ejecting persons disturbing the court proceedings; may place persons under arrest; arranges for prisoner transport. Inspects and maintains courtroom for cleanliness, orderliness and operation of courtroom proceedings; opens court by announcing the entrance of the judge. Provides information and direction to plaintiffs, defendants, legal counsel and public. Obtains and collects forms, files and related items necessary for use in court sessions. Assists in the signing up of defendants for court ordered programs; reviews files and follows up on non-compliance; updates case files in case management system as necessary. Provides security in the courthouse lobby by insuring that perpetrators are kept separate from their victims and that adverse parties wait peacefully. First responder to any security issue in the immediate proximity of the courthouse.

MINIMUM QUALIFICATIONS: Equivalent to the completion of the twelfth grade. **Must be P.O.S.T. certified, CATEGORY I or II.** Applicants with Basic Academy certification from other states will be accepted so long as Nevada P.O.S.T. reciprocity requirements can be met.

REQUIREMENTS: Knowledge of procedures and functions of the assigned position; operations, services, and activities of the assigned program within the court system; pertinent Federal, State, and local laws, codes, and regulations including statutes and ordinances related to court proceedings; legal procedures, documents, and terminology related to court cases. Ability to learn the operations, services and activities of the assigned program within the court system; learn court rules, regulations, and policies; learn the operation of computer equipment including, but not limited to, the case management system and courtroom A/V systems, interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions including statutes and ordinances related to court proceedings.; respond to requests and inquiries from the general public and court personnel regarding policies and procedures for the assigned area; skillfully operate firearms and impact weapons.

SPECIAL REQUIREMENTS: Must complete a minimum of 24 hours of training yearly to maintain P.O.S.T. certification as it applies to the Sparks Justice Court Use of Force Policy. May be required to place persons under arrest or physically restrain individuals. May be exposed to hazardous body fluids.

UNIFORMS AND EQUIPMENT: The Court will provide uniforms (shirts, pants, duty belt, vest), 800 MHz radio, Taser and duty weapon ammunition. Employee will be required to provide, carry and maintain the following duty weapons/equipment: Pre-approved firearm, collapsible baton (21" or 31"), handcuffs, and flashlight (max. 13").

SUPPLEMENTAL INFORMATION: Must pass a detailed background investigation. Must be able to pass a physical examination. Court proceedings past 5:00PM may require overtime. Must be able to attend training after hours and on weekends. Employees are at-will, serving at the pleasure of Sparks Justice Court.

SALARY AND BENEFITS: \$20.11 per hour – maximum 19 hours per week. This is a part-time, non-benefit position.

APPLICATION DEADLINE: 5:00 p.m. on September 25, 2012.

TO APPLY: Employment application forms are available at the Sparks Justice Court or on-line at www.washoecounty.us/sjc . The list established from this applications process may be used to fill current and future vacancies. Previous applicants interested in this position must submit a new application packet. Submit completed application form, cover letter, resume and copy of POST certificate addressed to:

**Janine Baker
Sparks Justice Court Administrator
630 Greenbrae Dr.
Sparks, Nv. 89431**

**Public hours:
Mon – Thurs 8:00AM – 5:00PM
(Closed Noon – 1:15PM for lunch)
Friday 8:00AM - Noon**