



## SPARKS JUSTICE COURT

Class Code: 1280  
Date Est: 11/2015  
Last Rev: 08/2017  
Pay (Hourly): \$22.83  
Schedule: PT-Varies  
EEGrp: Intermittent

### BAILIFF

#### DEFINITION

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, judge or court administrator and are reviewed primarily through observation of performance and conferences.

#### EXPERIENCE AND TRAINING REQUIREMENTS

Equivalent to the completion of the twelfth grade. **Must be P.O.S.T. certified, CATEGORY I or II – certification must be current.** Applicants with Basic Academy certification from other states will be accepted so long as Nevada P.O.S.T. reciprocity requirements can be met (see NAC 289.200).

#### LICENSE OR CERTIFICATE

P.O.S.T. certified, CATEGORY I or II

#### DISTINGUISHING CHARACTERISTICS

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

#### SUPERVISION EXERCISED

N/A

#### EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Observe activities within the court and surrounding areas in order to maintain order, detect crime, enforce laws, and take enforcement actions.
- Inspect and maintain courtroom for cleanliness, orderliness and operation of courtroom proceedings; open court by announcing the entrance of the judge.
- Respond to calls for service from alarm activations and court control.
- Maintain and provide security within the assigned courtroom.
- Perform daily inspections of the court building and assigned areas for the presence of contraband, unauthorized persons, or any other breach of security.
- Take persons into custody for violations of the law, arrest warrants, contempt of court, etc.
- Write reports documenting information gathered and actions taken as a result of incidents such as observed or reported crimes, arrests, use of force, and disturbances.

- Provide crowd control during cases with the propensity to escalate into volatile situations.
- Assist other law enforcement agencies within the Sparks Justice Court Township.
- Respond to and provide proper medical attention to medical emergencies.
- Transport inmates from holding areas to the courtroom and maintain custody during scheduled hearings.
- Respond to requests and inquiries from the general public, other agencies, and court personnel regarding policies and procedures.
- Direct defendants, witnesses, victims, attorneys, and visitors to the appropriate courtrooms and explain proper court etiquette.
- Interpret and apply policies, procedures, laws, codes, and regulations pertaining to court programs and functions including statutes and ordinances.
- Knowledge of legal procedures, documents, and terminology related to court cases.
- Operate and monitor equipment to ensure proper movement of in-custody defendants.
- Work under limited supervision with many deadlines and responsibilities.
- Any other duties assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

To perform said job successfully, individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**KNOWLEDGE**

- Policies, procedures, rules, and directives of the Sparks Justice Court.
- Specialized functions, procedures, and protocol of the Bailiff Division.
- Federal, State, local laws, ordinances, policies and procedures pertaining to the duties of Court Bailiffs.

**SKILL**

- The use of defensive tactics, arrest procedures, handcuffing techniques, firearms, other weapons and physical restrains used by the Bailiff Division.

**ABILITY**

- Interpret and apply laws, regulations, policies and procedures.
- Quickly assess situations, make logical decisions, and implement an effective course of action.
- Communicate effectively orally and in writing.
- Accurately observe and recall information.
- Exercise emotional control.
- Understand and execute oral and written instruction.
- Read and comprehend laws, regulations, policies and procedures.

**SPECIAL REQUIREMENTS**

*Essential duties require the following physical abilities and work environment:*

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 full background investigation, physical and psychological examination in accordance with NAC289. 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.

**JUDICIAL CODE OF CONDUCT**

The “Model Code of Conduct” for Judicial Employees in the State of Nevada protects and promotes the independence and impartiality of the judicial branch of government. All employees of the Sparks Justice Court are required to adhere to this Code, which is located on-line at [www.nevadajudiciary.us](http://www.nevadajudiciary.us)

**HOW TO APPLY**

**Completed application packet to include:**

- Sparks Justice Court Application: <https://www.washoecounty.us/sjc/employment.php>
- Resume
- Copy of POST certificate

**Submit completed application packets in-person, mail or email to:**

**Sparks Justice Court  
ATTN: Cynda Horning  
1675 E. Prater Way, Ste. 107  
Sparks, NV 89434  
chorning@washoecounty.us**

**APPLICATION DEADLINE: AUGUST 31, 2017 AT 5:00PM**

*Hand deliveries are to be taken inside to Window #9 during public hours or placed in the outside payment drop (NE corner of building) after hours.*

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*