

RENO JUSTICE COURT

WASHOE COUNTY, NEVADA

COURT BAILIFF

Reno Justice Court is seeking qualified candidates to apply for the position of full-time Court Bailiff.

With a bench comprised of five elected judges, Reno Justice Court is the busiest limited jurisdiction court in northern Nevada and the 3rd largest in the state, with more than 35,000 annual filings. Our mission is to promote and preserve the rule of law and protection of rights by providing a fair, independent, and impartial forum for the peaceful resolution of legal conflicts.

Deadline to Apply: Open until filled
Salary: \$26.36 - 35.61 hourly \$54,828.80 - \$74,068.80 annually
Application Requirements: Complete application packets will include the following: <ul style="list-style-type: none">✓ Cover Letter✓ Reno Justice Court Application✓ Resume✓ Nevada P.O.S.T. Category I or II certificate
How to Apply: Complete application packets will be accepted until the position is filled. You may submit a complete application packet to: <ul style="list-style-type: none">• Email: RenoJusticeCourt-HR@washoecounty.us;• Fax: (775) 325-6510 Attn: Heidi Howden• Mail delivery addressed to: Reno Justice Court, Attn: Heidi Howden, Court H.R. 1 S. Sierra St., Reno, NV 89501
Additional Information: Website: Reno Justice Court Email: RenoJusticeCourt-HR@washoecounty.us Phone: (775) 325-6517



**Reno Justice Court is an
Equal Opportunity Employer**

POSITION INFORMATION:

Under direct supervision of the Chief Bailiff, performs a full range of Bailiff duties in the areas of courtroom security, building and perimeter security, inmate escort, crowd control, fugitive apprehension, and performs related duties as required. Specific duties and responsibilities vary depending upon the assigned court function or assigned project. This is a commissioned position and applicants must maintain Nevada P.O.S.T. standards at time of hire and annually thereafter as mandated by Nevada Revised Statutes to maintain employment as a court bailiff.

This is an open competitive recruitment being conducted to fill a current vacancy at the Reno Justice Court. The list established from this recruitment may be used to fill future vacancies as they occur. See Conditions of Employment for information regarding eligibility requirements.

MINIMUM QUALIFICATIONS:

- 21 years of age at the time of application
- A United States Citizen at time of application
- Graduation from high school or possession of a General Education Development (G.E.D.) Certificate
- Meet Nevada P.O.S.T. standards

EXPERIENCE AND TRAINING REQUIREMENTS

- Two years of commissioned law enforcement experience

REQUIRED LICENSE OR CERTIFICATE

- Possession of a valid Nevada P.O.S.T. Basic Category I or II certificate at time of application
- Possession of a valid Nevada Class C driver's license at time of application and for continued employment in this classification

SELECTION PROCESS

- Application packets will be screened and scored on experience, knowledge, skills, abilities, as well as meeting the required qualifications. Those submitting incomplete packets, and those that do not meet the minimum qualifications will be notified via e-mail.
- Top scoring candidates will be notified and scheduled for an interview. Those not invited to interview shall be notified via e-mail.
- A conditional offer of employment shall be made in writing to the selected candidate and a background investigation will be conducted. All offers of employment are contingent upon a candidate successfully completing the Conditions of Employment
- Candidates interviewed but not offered a position will be notified via e-mail and placed on a list established from this recruitment to fill future vacancies as they occur for one year.

CONDITIONS OF EMPLOYMENT

Upon a conditional offer of employment, the selected candidate must pass a background investigation which includes:

- Complete and submit a personal history statement
- Submit a set of fingerprints
- Successfully complete a computerized voice stress analysis (CVSA) examination
- Submit to a psychological examination
- Pass a thorough medical examination in accordance with NAC 289.110
- Submit to a drug screening test

Any failure to be candid and honest in any phase of the process will result in immediate rejection of any candidate. Honesty and trustworthiness are important characteristics of a court bailiff.

ADDITIONAL INFORMATION

Positions within Reno Justice Court are considered positions of public confidence and trust, and all employees must adhere to the Nevada Supreme Court Model Code of Conduct for Court Professionals, as well as the Washoe County Code of Conduct. Additionally, Reno Justice Court employees are at-will employees of the judicial branch of government and are not covered by any collective bargaining unit. Employees may be released from employment at any time without reason or cause.

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