



CLARK COUNTY  
Established Date: Feb 1, 1996  
Revision Date: May 6, 2017

# BAILIFF

Class Code:  
N46943

Bargaining Unit: NON-UNION

## SALARY RANGE

\$24.44 - \$37.87 Hourly  
\$1,955.20 - \$3,029.60 Biweekly  
\$4,236.27 - \$6,564.13 Monthly  
\$50,835.20 - \$78,769.60 Annually

## JOB SUMMARY/CLASS CHARACTERISTICS:

### JOB SUMMARY:

Maintains security, safety and decorum in an assigned court and associated public facilities while the court is in session and during public access hours.

### CLASS CHARACTERISTICS:

This class is distinguished from other County public safety, security and peace officer classes in that the primary responsibilities involve protecting and performing ancillary duties to support court and related criminal justice system staff. It is further distinguished from Senior Bailiff in that the latter is the working lead level in this class series.

## MINIMUM REQUIREMENTS:

**Education and Experience:** Equivalent to graduation from high school. Must possess a valid Nevada State P.O.S.T. Category II (or higher) certification or be accepted into an accredited P.O.S.T. Category II (or higher) law enforcement academy at time of application. Must be capable of passing P.O.S.T. pre-agility Fitness Standards as defined by N.A.C. 289.300 1. (b)(1). Additional experience in dealing with the public is desirable.

**Working Conditions:** Wear a uniform as specified. Carry a firearm, chemical agent and meet and maintain applicable certifications.

**Licensing and Certification:** Specified positions may require possession of a valid Nevada Class C Driver's License. Must possess a valid Nevada P.O.S.T. Category II (or higher) certification or be accepted into an accredited P.O.S.T. Category II (or higher) law enforcement academy at time of application. Must be capable of passing P.O.S.T. pre-agility Fitness Standards as defined by N.A.C. 289.300 1. (b)(1). Weapons qualification is required for duty weapon. Failure to satisfactorily complete required training shall be proper cause for termination.

**In addition, appointed District Court and Las Vegas Justice Court judicial bailiffs must complete a valid Nevada P.O.S.T. Category I training program within eighteen (18) months from the date of appointment.**

**Applicants with P.O.S.T. certifications outside the state of Nevada must provide documentation at time of application proving their certification meets Nevada P.O.S.T. Category II standards.**

**Background Investigation:** Employment is contingent upon successful completion of a background investigation that meets all requirements of Nevada Administrative Code 289.110. Periodically after employment background investigations may be conducted.

**Medical Examination:** Employment is contingent upon the results of a physical examination performed by our examining physician.

**Pre-Employment Drug Testing:** Employment is contingent upon the results of a pre-employment drug examination.

## **EXAMPLES OF DUTIES:**

Monitors scanning equipment, books, prisoners at the bailiff station, security gate or in court as directed by the court. Maintains procedures to protect the safety of the judge and the court's property; protects all court personnel, attorneys, and visitors in the courts; maintains security of the jury during all phases of the trial. Calls court to order and maintains appropriate decorum in court whenever court is in session. Ensures potential witnesses are separated from jurors prior to and throughout trial. Takes emergency action and/or notifies emergency personnel as the situation warrants; may administer basic first aid or CPR if required. Transports detainees and assists transportation officers in moving detainees to and from the courtroom, holding cells and vehicles. Acts as liaison between the judge, attorneys, courtroom staff and the public in order to ensure the orderly conduct of court business. Opens and locks secured areas and facilities; sets up courtroom for operation. Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team. May execute warrants of arrest as assigned by the court. May perform general office support work, deliver or pick-up documents and other materials and assist the judge in other ways as instructed. May operate video recording equipment in the courtroom.

## **PHYSICAL DEMANDS:**

Mobility to work in a typical office or court setting and use standard office equipment, strength to lift materials weighing up to 50 pounds, vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone. Strength to effectively subdue and/or remove persons in difficult or emergency situations. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

## **KNOWLEDGE, SKILLS & ABILITIES:**

Knowledge of:

Procedures for the secure handling and transport of detainees; codes and regulations related to the work; courtroom procedures and terminology; basic computer applications related to the work; business arithmetic; basic office practices and procedures; safety principles, practices and equipment related to the work; techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person, often where relations may be confrontational or strained.

Skill in:

Interpreting, applying and explaining applicable laws, codes and regulations; making sound decisions in emergency situations; performing basic office support work; maintaining

accurate records of work performed; understanding and following oral and written directions; using initiative and independent judgment within established procedural guidelines; establishing and maintaining effective working relationships with those contacted in the course of the work; contributing effectively to the accomplishment of team or work unit goals, objectives and activities; dealing successfully with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person, often where relations may be confrontational or strained.

**SALARY SCHEDULE:**

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