



CLARK COUNTY

Department of Human Resources
 500 S. Grand Central Pkwy, 3rd Floor,
 PO Box 551791
 Las Vegas, NV 89155-1791

<http://www.clarkcountynv.gov>

INVITES APPLICATIONS FOR THE POSITION OF: **BAILIFF (DEPUTY MARSHALL)**

Department Name: District Court
 Exam Number: 18098X

SALARY

\$50,835.20 - \$78,769.60 Annually

OPENING DATE: 02/07/20

CLOSING DATE: Continuous

ABOUT THE POSITION:

Primary responsibilities involve protecting and performing ancillary duties to support court and related criminal justice system, staff. Maintains security, safety, and decorum in an assigned court and associated public facilities while the court is in session and during public access hours.

This examination will establish an Open Competitive and Promotional list to fill current and/or future vacancies that may occur within the next six (6) months or may be extended as needed by the Office of Human Resources.

THIS RECRUITMENT MAY BE USED TO FILL TERM (LIMITED-PERMANENT) POSITIONS. THE SELECTED CANDIDATES WILL BE HIRED FOR A SPECIAL PROJECT OR DUTIES OF A LIMITED DURATION, AND BE REQUIRED TO SIGN A TERM OF EMPLOYMENT LETTER SPECIFYING CONDITIONS AND EXACT DATES OF EMPLOYMENT. THE SUCCESSFUL CANDIDATES WILL BE ELIGIBLE FOR BENEFITS DURING THE DURATION OF EMPLOYMENT.

SOME POSITIONS MAY BE NON-UNION AND ARE EXCLUDED FROM MEMBERSHIP IN THE UNION

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 the 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.

Qualifying education and experience must be clearly documented in the "Education" and "Work Experience" sections of the application. Do not substitute a resume for your application or write "see attached resume" on your application.

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 the 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 a duty weapon. Failure to satisfactorily complete required training shall be a proper cause for termination.

Applications submitted without a copy of the candidate's required certification(s) are incomplete and will not be considered. Certificates may be attached to the application OR emailed to Nycole.Elliott@ClarkCountyNV.gov. The candidate's name, recruitment title, and exam number must be clearly written on the certificates.

In addition, appointed District 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 the time of application proving their certification meets Nevada P.O.S.T. Category II standards.

Background Investigation: Employment is contingent upon the 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.

An Equal Opportunity Employer

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BAILIFF (DEPUTY MARSHALL) Supplemental Questionnaire

- * 1. The following questions will be used to assist in determining the minimum qualifications. Please indicate what Nevada P.O.S.T. Category you hold.
- NV State P.O.S.T I
 - NV State P.O.S.T II
 - NV Reciprocity
 - Currently accepted into an accredited P.O.S.T Category II (or higher) law enforcement academy. Acceptance letter attached.
 - NV State P.O.S.T III (does not meet minimum qualifications)
 - I do not have NV State P.O.S.T certification (does not meet minimum qualifications)
- * 2. **The following skills assessment is a self-assessment used to evaluate an applicant's training and experience.**
I understand that:
A) Part-time experience must be prorated and credited as half of the full-time experience (i.e., if you performed the task for two years in a part-time position, 20 hours per week, you can only credit yourself with one year of experience in that area)
B) Knowledge and experience levels indicated by my skills assessment responses must be supported by the work experience listed on my application;
C) Any falsification or misrepresentation of the information listed on the employment application or skills assessment may result in removal from the eligibility list or rescinding a job offer;
D) Responses to assessment questions that are not supported by the work history listed on the application may result in question scores being adjusted to receive 0 points. The adjusted scores will be used when determining score ranking for interviews;
E) I further understand that since exam scores will be automatically generated based on the applicant's response to each item in the assessment, score appeals will not be allowed for this recruitment.
- I understand this recruitment includes a supplemental skills assessment and that the answers I provide must be consistent with the work history detailed on my application and that scoring appeals will not be allowed for this recruitment.
- * 3. I understand that a copy of my valid Nevada State P.O.S.T. Category II (or higher) certificate or equivalent valid P.O.S.T. II (or higher) certificate from a qualifying reciprocity state must be submitted or my application will be incomplete and not accepted. Copies of P.O.S.T. Certifications may be attached to your online application OR emailed to Nycole.Elliott@ClarkCountyNV.gov. The candidate's name, recruitment title, and exam number must be written clearly on the documents.
- I understand that my P.O.S.T Category II or higher certificate is a required document and must be submitted with my application to meet minimum qualifications Checkbox OR I have submitted acceptance to an accredited P.O.S.T. Category II (or higher) law enforcement academy OR NV Reciprocity submitted
- * 4. I understand that applicants with P.O.S.T. certifications outside the state of Nevada must provide documentation at the time of application proving their certification meets Nevada P.O.S.T. Category II standards. Reference at <http://www.post.state.nv.us>
- I understand that if I have a non-Nevada P.O.S.T. Certification I must provide documentation with my application that my certification meets Nevada P.O.S.T. Category II standards. NV RECIPROCITY
 - N/A - I hold Nevada P.O.S.T. Category II or higher certification.
- * 5. I understand that **AT THE TIME OF HIRE I WILL BE REQUIRED TO PROVIDE:** •Birth Certificate •Proof of U.S. Citizenship (if born abroad) •High School Transcript or GED Certificate AND GED Transcript •College Transcript •DD-214 or Statement of Service (if in the military) •Valid Driver's License (you maybe required to transport prisoners) •Social Security Card •All Legal Name Change Documents •Social Security Work History Report (10 years) •IAB (Internal Affairs Bureau) Clearance letter (Prior Law Enforcement
- I understand the documents I will need at time of hire.
- * 6. How many months of experience do you have in dealing with the public as a Law

Enforcement Officer such as Bailiff, Police Officer, or Marshall, etc.?

- No experience
- 1 to 11 months
- 12 to 23 months
- 24 to 35 months
- 36 to 47 months
- 48 or more months

- * 7. How many months of experience do you have providing a safe environment inside and outside of the courtroom in a court building?
 - No experience
 - 1 to 11 months
 - 12 to 23 months
 - 24 to 35 months
 - 36 to 47 months
 - 48 or more months
- * 8. How many months of experience do you have in booking and transporting detainees?
 - No experience
 - 1 to 11 months
 - 12 to 23 months
 - 24 to 35 months
 - 36 to 47 months
 - 48 or more months
- * 9. How many months of experience do you have monitoring scanning equipment such as; metal detection, x-ray scanners, and hand scanners?
 - No experience
 - 1 to 11 months
 - 12 to 23 months
 - 24 to 35 months
 - 36 to 47 months
 - 48 or more months
- * 10. How many months of experience do you have in writing incident reports?
 - No experience
 - 1 to 11 months
 - 12 to 23 months
 - 24 to 35 months
 - 36 to 47 months
 - 48 or more months
- * 11. How many months of experience do you have in interacting with individuals from various socio-economic, ethnic and cultural backgrounds?
 - No experience
 - 1 to 11 months
 - 12 to 23 months
 - 24 to 35 months
 - 36 to 47 months
 - 48 or more months
- * 12. Please indicate what type(s) of position you will accept.
 - Part-Time
 - Full-Time
 - Both

* Required Question