



Clark County

## BAILIFF (DEPUTY MARSHAL) - ACADEMY RECRUITMENT

<b>SALARY</b>	\$27.29 - \$42.28 Hourly	<b>LOCATION</b>	Clark County - Las Vegas, NV
<b>JOB TYPE</b>	PERMANENT	<b>JOB NUMBER</b>	26618-2024ACADEMY2
<b>DEPARTMENT</b>	District Court	<b>OPENING DATE</b>	05/01/2024
<b>CLOSING DATE</b>	5/7/2024 5:01 PM Pacific		

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### ABOUT THE POSITION

This recruitment will be used to fill positions in District Court for BAILIFF (DEPUTY MARSHAL) - **ACADEMY RECRUITMENT ONLY**.

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 Eligibility list to fill current and/or future vacancies that may occur within the next six (6) months or may be extended as needed by Human Resources.

Human Resources reserves the right to call only the most qualified applicants to the selection process.

Some positions 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 condition and exact dates of employment. The successful candidates will be eligible for benefits during the duration of employment.

This is a non-union position and excluded from membership in the union.

Some part-time positions may be offered thru this recruitment. Part-time positions are not eligible for benefits and is limited to 1039 hours per fiscal year. Part-time employees will be paid at a part-time hourly rate and for actual hours worked per pay period. Part-time positions 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 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 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. The background investigation may include a psychological, suitability, and polygraph evaluation. Periodic 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.

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### Agency

Clark County

### Address

500 S. Grand Central Pkwy, 3rd Floor  
PO Box 551791  
Las Vegas, Nevada, 89155-1791

### Phone

(702)455-4565

### Website

<http://www.clarkcountynv.gov>