

BAILIFF (DEPUTY MARSHAL)

**Salary**

$40,788.80 - $63,232.00 Annually

**Location**

Clark County - Las Vegas, NV

**Job Type**

PERMANENT

**Department**

District Court

**Job Number**

13494

**Closing**

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.

The successful candidate will start at the minimum of the salary range.

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.

**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.

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 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. **Applications submitted without a copy of the candidate's required certification(s) are incomplete and will not be considered.** Certificates may be faxed to (702) 868-2577, or mailed/delivered to Clark County Human Resources, located within the Clark County Government Center, at 500 S. Grand Central Parkway, 3rd Floor, Las Vegas, NV 89155. 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 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**

Perform security related functions and law enforcement duties associated with court operations including, physical security of the court facility, courtroom security, judicial protection, and emergency response to critical incidents. Monitor scanning equipment, screening visitors, patrol court facility, conduct investigations, searches, detainment, arrests; perform remands as directed by the court; prepare incident reports, citations, and other documentation related to law enforcement actions or as directed. Maintain procedures to protect the safety of the judges, and the court's property; protect all court staff, attorneys, visitors, and occupants of the courts; maintain security of the jury during all phases of the trial. Call court to order, maintain appropriate decorum in court while in session. Ensure potential witnesses are separated from jurors prior to and throughout trial. Take emergency action and/or notify emergency personnel as the situation warrants; administer first aid or CPR if required. Transport detainees, and assist transportation officers with escorting detainees to/from courtrooms, holding cells and vehicles. Act as liaison between the judge, attorneys, courtroom staff and the public to ensure an orderly court process. Unlock and open secure areas and facilities, lock and close secure areas and facilities; set up courtroom for operation. Contribute to the efficiency and effectiveness of services to internal/external customers by 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.

**Agency**

Clark County

**Address**

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

**Phone**

(702) 455-3176
(702)455-4565

**Website**

[http://www.clarkcountynv.gov](http://www.clarkcountynv.gov/)