



CLARK COUNTY

Department of Human Resources
500 S. Grand Central Pkwy, 3rd Floor,
PO Box 551791
Las Vegas, NV 89155-1791
(702)455-4565
<http://www.clarkcountynv.gov>

INVITES APPLICATIONS FOR THE POSITION OF: BAILIFF

Department Name: District Court
Exam Number: 15052

SALARY

\$49,545.60 - \$76,752.00 Annually

OPENING DATE: 07/13/18

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.

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.**

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, faxed to (702) 380-9891, 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; maintains security of the jury during all phases of the trial. Call court to order, maintain appropriate decorum in court while in session. Ensures 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.

An Equal Opportunity Employer

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BAILIFF Supplemental Questionnaire

- * 1. **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 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.

* 2. 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

Currently accepted into an accredited P.O.S.T Category II (or higher) law enforcement academy

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)

* 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 on line application, faxed to (702) 380-9891 or mailed/delivered to Clark County Human Resources, 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 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

* 4. I understand that 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. Caategory 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.

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 experience do you have in dealing with the public as a Law Enforcement Officer such as Bailiff, Police Officer, or Marshall, etc.? (Maximum 10 points)

No experience

0-6 months

7-12 months

- 13-18 months
- 19-24 months
- more than 25 months

* 7. How many months experience do you have providing a safe environment inside and outside of the courtroom in a court building? (Maximum 10 points)

- No experience
- 0-6 months
- 7-12 months
- 13-18 months
- 19-24 months
- more than 25 months

* 8. How many months experience do you have in booking and transporting detainees? (Maximum 10 points)

- No experience
- 0-6 months
- 7-12 months
- 13-18 months
- 19-24 months
- more than 25 months

* 9. How many months experience do you have monitoring scanning equipment such as; metal detection, x-ray scanners, and hand scanners? (Maximum 10 points)

- No experience
- 0-6 months
- 7-12 months
- 13-18 months
- 19-24 months
- more than 25 months

* 10. How many months experience do you have in writing incident reports? (Maximum 5 points)

- No experience
- 0-6 months
- 7-12 months
- 13-18 months
- 19-24 months
- more than 25 months

* 11. How many months experience do you have interacting with individuals from various socioeconomic, ethnic and cultural backgrounds? (Maximum 5 points)

- No experience
- 0-6 months
- 7-12 months
- 13-18 months
- 19-24 months
- more than 25 months

* 12. Please indicate what types of position will you accept.

- Part-Time
- Full-Time
- Both

* Required Question