

**JUNE 5, 2017
ELKO JUSTICE / MUNICIPAL COURT
EMPLOYMENT OPPORTUNITY ANNOUNCEMENT**

POSITION:

Court Bailiff

HOURLY SALARY:

| | |
|---------|---------|
| Step 1 | 22.6778 |
| Step 2 | 23.3580 |
| Step 3 | 24.0589 |
| Step 4 | 24.7808 |
| Step 5 | 25.5239 |
| Step 6 | 26.2895 |
| Step 7 | 27.0785 |
| Step 8 | 27.8910 |
| Step 9 | 28.7276 |
| Step 10 | 29.5894 |

Salary will be set within this range depending on applicant's education, background and prior experience

APPLICATION DEADLINE:

Applications for this position shall be accepted until Wednesday, June 14, 2017 at 4:30 pm.

Opening immediately for a full-time Court Bailiff to provide security for the Elko Justice / Municipal Court. Bailiff will assist the Judges and will provide security during criminal, civil, small claims, eviction and protection order hearings. Bailiff will be responsible for:

- Monitoring the Court's video surveillance system
- Maintaining general order and decorum in the courtroom
- Ensuring compliance with court dress code and other requirements
- Summoning litigants from the hallway when their case is called
- Assisting the clerk in the distribution of paperwork to defendants appearing before the Court and ensuring that necessary paperwork is filled out correctly by the parties
- Arranging with the Sheriff's Office for the transport of persons in custody to and from the jail for hearings
- Taking persons into custody if required
- Assisting the Elko County Sheriff's Deputies with screening at the front entrance to the courthouse, when assistance is needed, and when so directed by the Judges or Court Administrator
- Performing drug testing as needed for litigants or other parties (when so directed by the Court)
- Maintaining the security of the hallway and lobby areas of the Court
- Setting up and operating the court video conference system, court presentation system and other technological systems in the courtroom
- Serving as the evidence custodian for the Elko Justice / Municipal Court, and as such, ensuring that evidence submitted to the Court is properly safeguarded, stored and maintained
- Completing referrals to alcohol monitoring, drug testing and other services for the Court and monitoring, tracking and keeping detailed reports of all persons referred to these mandated court services
- Serve as the point of contact with the Court's contracted service providers (alcohol monitoring and drug testing)

- Attend the offsite Victim Impact Panel class in March and September of each year to assist with breathalyzer and other security needs
- Validate warrants issued by the Elko Justice / Municipal Court
- Assist the Judges and Court Administrator in the preparation and submission of grant applications
- Coordinate closely with the other bailiff employed by the Court (including alternating vacation and time off requests) to ensure that the security needs of both Court departments are being met
- Arrange for security coverage in the absence of the Court's two bailiffs, as needed
- Assist other Justice / Municipal Court staff in the completion of various office and clerical duties, including preparing orders and other documents as directed by the Judges or Court Administrator
- Attend all necessary trainings to maintain a current Nevada P.O.S.T. certification and any other court trainings that are mandated by the Judges or Court Administrator
- Other duties as directed by the Judges or Court Administrator

The ideal applicant will have a strong presence and the ability to be assertive with persons that are upset, distraught and emotional without the need for direction from the Court. The successful applicant must be willing to be a team player and fully participate in the functions and responsibilities of a busy and demanding office. This position requires a minimum category II peace officer certification and prior completion of a P.O.S.T. academy would be PREFERRED with prior law enforcement experience a PLUS (However, the Court will also consider applicants that are willing to complete a P.O.S.T. academy). Excellent benefits package, including contribution to the public employees retirement system, county paid employee medical, dental and vision insurance.

Any offer of employment extended to the successful applicant is contingent upon: 1) Applicant being at least 21 years of age and a U.S. citizen; 2) Successful completion of a Nevada P.O.S.T. academy, 3) High school graduation or G.E.D., 4) Medical exam to determine fitness for duty; 5) Full background check (including psychological evaluation and lie detector test). See NRS 289.510 and NAC 289.110 for additional information.

Interested applicants should hand deliver a completed application packet, resume and cover letter to the Elko Justice/Municipal Court (to the attention of the Court Administrator, Randall Soderquist) no later than June 14, 2017 at 4:30 pm. Interviews for this position will occur on Friday, June 16, 2017.

Elko Justice / Municipal Court
571 Idaho Street
Elko, Nevada 89801
* (775) 738-8403 Phone * (775) 738-8416 Fax *

**** The Elko Justice / Municipal Court is an Equal Opportunity Employer ****

ELKO JUSTICE / MUNICIPAL COURT

Physical: 571 Idaho Street, Elko, NV 89801

Mailing: P.O. Box 176, Elko, NV 89803

(775) 738-8403 telephone

(775) 738-8416 fax

EMPLOYMENT APPLICATION

Elko Justice / Municipal Court is an Equal Opportunity Provider and Employer

If you believe you require an accommodation during the selection process, please contact us to make appropriate arrangements.

Name _____ Date _____

Address _____

City _____ State _____ Zip Code _____

Email address: _____

Telephone(s) Home () Cell () Work ()

Position Applied for _____

How did you hear about this position? ☐ Advertisement ☐ Walk-In ☐ Referral (by whom?) _____

☐ Other (explain) _____

If offered employment, when can you be available to begin? _____

What type of employment will you accept? ☐ Full-Time ☐ Part-Time ☐ Temporary

Will you be available for shift work? ☐ Yes ☐ No

Will you be available to work weekends and/or holidays if necessary? ☐ Yes ☐ No

Have you been given a job description or had the requirements of the job explained to you? ☐ Yes ☐ No

Do you understand the job requirements? ☐ Yes ☐ No

Can you perform the requirements of this job with or without reasonable accommodation? ☐ Yes ☐ No

To qualify for employment, applicants must be at least 18 years of age unless otherwise specified in the job announcement. If offered employment, can you furnish proof of age? ☐ Yes ☐ No

After an offer of employment, can you submit verification of your legal right to work in the United States? ☐ Yes ☐ No

List other names, if any, you have used. _____

EDUCATION RECORD

Did you graduate from high school or receive a GED certificate? ☐ Yes ☐ No

| School Name | Location | Hours Earned | Diploma, Degree, or Certificate | Major Field of Study |
|--|----------|--------------|---------------------------------|----------------------|
| Business/Technical/Vocational 1. | | | | |
| 2. | | | | |
| College/University (Undergraduate) 1. | | | | |
| 2. | | | | |
| Graduate School | | | | |

LICENSES (Optional, unless required for the position for which you are now applying.)

List current licenses, certifications, or registrations required for the position for which you are applying. Indicate types, state license numbers, and expiration dates.

Answer only if position requires.

Do you possess a valid driver's license? ☐ Yes ☐ No

If so, license expires _____ Class _____ Restrictions (if any) _____

For positions that require typing: I certify that I can type at a speed of _____ WPM.

In addition to English, list any other language abilities you possess.

Verbal fluency in _____

Written fluency in _____

List any special skills you possess and/or equipment or office machines you can operate.

OTHER INFORMATION

Have you ever been convicted of, pled guilty or nolo contendere to, or been granted deferred adjudication for a felony, misdemeanor, (excluding juvenile adjudication), or any lesser crime other than a minor traffic infraction? ☐ Yes ☐ No

If yes, list all such offenses and provide date, name of court, and disposition. Omission of information may be considered cause for disqualification from the employment pre-screening process or result in termination of employment.

Have you ever been disciplined in your employment related to workplace violence? ☐ Yes ☐ No

If yes, please explain.

Do you presently use illegal drugs? ☐ Yes ☐ No

Have you ever been employed by Elko County? ☐ Yes ☐ No

If yes, please provide the following information:

Department _____ Position Title _____

Dates of Employment _____ Reason for Separation _____

Are you related to anyone who is currently employed by Elko County? ☐ Yes ☐ No

If yes, please provide the following information:

Related person's name _____ Department _____

Relationship _____

EMPLOYMENT HISTORY

Provide information regarding all paid employment, including the military. Volunteer work which may be related to the position for which you are applying should also be provided. Describe your most recent position first; then list other positions in order held. Use a separate block for each position, even if with the same employer. Use additional sheets if necessary. Do **NOT** use references such as "See Résumé" in place of completing this section.

May we contact all employers listed? (Attach a list of any exceptions with an explanation.)..... ☐ Yes ☐ No

Present Employer _____ Present Position _____
Address _____ From (Mo/Yr) _____ To (Mo/Yr) _____
City _____ ☐ Full-Time (30+ hrs/wk) ☐ Part-Time (<30 hrs/wk)
State _____ Zip Code _____ Salary _____
Supervisor's Name/Title _____ Telephone () _____
Related Duties _____

Reason for Leaving _____

Employer _____ Position _____
Address _____ From (Mo/Yr) _____ To (Mo/Yr) _____
City _____ ☐ Full-Time (30+ hrs/wk) ☐ Part-Time (<30 hrs/wk)
State _____ Zip Code _____ Salary _____
Supervisor's Name/Title _____ Telephone () _____
Related Duties _____

Reason for Leaving _____

Employer _____ Position _____
Address _____ From (Mo/Yr) _____ To (Mo/Yr) _____
City _____ ☐ Full-Time (30+ hrs/wk) ☐ Part-Time (<30 hrs/wk)
State _____ Zip Code _____ Salary _____
Supervisor's Name/Title _____ Telephone () _____
Related Duties _____

Reason for Leaving _____

Reason for LeavingReason for Leaving[illegible]

ACKNOWLEDGEMENTS

Please **READ ALL** of the following statements and **INITIAL EACH** of the lines to indicate you have read and understand each of the statements. If you have any questions, contact the Elko Justice / Municipal Court.

- _____ All offers of employment and all information regarding compensation and other terms and conditions of employment will be made in writing. Verbal statements may not be relied upon.
- _____ This application is the property of Elko Justice / Municipal Court and will become part of my personnel file if I am hired.
- _____ I authorize Elko Justice / Municipal Court to contact any employer or individual to obtain from them any relevant information regarding my previous employment, military service, criminal history, characteristics or traits necessary for job performance, or other relevant qualifications for employment and/or continued employment with Elko Justice / Municipal Court. In addition, I authorize Elko Justice / Municipal Court to conduct a background search which includes criminal history and military history. In addition, if the position for which I am applying requires driving a vehicle, I authorize Elko Justice / Municipal Court to conduct a Department of Motor Vehicles (DMV) search. If the position for which I am applying involves contact with minors or with any persons having diminished capacity to care for themselves, a search of government sex offender registries may be conducted. I further authorize Elko Justice / Municipal Court to contact any institution and/or licensing authority to verify my possession of education, licenses, and/or certificates which may qualify me for employment.
- _____ In exchange for Elko Justice / Municipal Court's consideration of my employment application, and/or any continued employment with Elko Justice / Municipal Court, I authorize anyone possessing information to furnish it to Elko Justice / Municipal Court upon request, and I release the organizations and all individuals providing the information or acquiring the information, including Elko Justice / Municipal Court, from all claims, liability, and damages whatsoever claimed to be related to furnishing, obtaining, or using said information. This release applies to, but is not limited to, claims for defamation, libel, slander, infliction of emotional distress, and interference with current or prospective economic relations.
- _____ I further understand this consent will apply during the entire course of my employment with Elko Justice / Municipal Court should I obtain such employment. I understand and agree this consent shall remain in affect indefinitely.
- _____ I hereby certify that all statements made in this application are true. I understand that any false statement of material facts herein may cause forfeiture on my part of all rights to any employment with Elko Justice / Municipal Court. I understand that any misrepresentation, falsification, or material omission of information may result in my failure to receive an offer, or if I have been hired, in my dismissal from employment regardless of length of employment. I understand that neither this document nor any offer of employment from Elko Justice / Municipal Court constitutes an employment contract unless a specific contract document to that effect is executed. I agree to undergo any job-related drug screening and physical examination upon conditional offer of employment. I understand that Elko Justice / Municipal Court is not requesting genetic information from the drug screening or physical examination and that the person administering the examination should not provide genetic information to Elko Justice / Municipal Court. I further understand and agree that this paragraph applies to any information supplied by me at a later date as part of this application.
- _____ Per NRS 281.060 (2), I opt to exercise my rights by voluntarily attaching a copy of my DD214. NRS 281.060 (2) states preference must be given, *if qualifications of applicants are equal*: a) first, to a honorably discharged military personnel of the United States who is a citizen of Nevada; and b) second, to other citizens of Nevada.

Additionally, my signature below certifies that the information provided is true and correct to the best of my knowledge.

Signature of Applicant _____

Date _____