



## SPARKS JUSTICE COURT

Class Code: 1280  
Date Est: 09/2001  
Last Rev: 05/2021  
Pay (Hourly): \$24.55-33.16  
FLSA: Non-Exempt  
EEGrp: Full Time

### BAILIFF

#### DEFINITION

Bailiffs maintain order and provide general case and calendar management services for the Judges. Duties include providing general security services throughout the courthouse and case movement in the operations of the court by maintaining order, calling calendars, notifying interested parties, transferring of defendants, collecting case files for court cases, and performing various services for the judges. Duties are performed in accordance with established practices, procedures, and instructions from a supervisor, judge or court administrator and are reviewed primarily through observation of performance and conferences.

#### EXPERIENCE AND TRAINING REQUIREMENTS

Education requirement is the equivalent to the completion of the twelfth grade. **Must possess a current and valid Nevada Commission on Peace Officer's Standards and Training (P.O.S.T.) Basic Category I Certificate.** Applicants with Basic Academy certification from other states will be accepted so long as Nevada P.O.S.T. reciprocity requirements can be met (see NAC 289.200). Must be 21 years of age and at United States Citizen at time of application.

#### LICENSE OR CERTIFICATE

P.O.S.T. certified, CATEGORY I

Required to maintain P.O.S.T. continuing education requirements in accordance with NRS/NAC 289.

#### DISTINGUISHING CHARACTERISTICS

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

#### SUPERVISION EXERCISED

N/A

#### EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Observe activities within the court and surrounding areas to maintain order, detect crime, enforce laws, and take enforcement actions.
- Inspect and maintain courtroom for cleanliness, orderliness, and operation of courtroom proceedings; open court by announcing the entrance of the judge.
- Respond to calls for service from alarm activations and court control.

- Maintain and provide security within the assigned courtroom.
- Perform daily inspections of the court building and assigned areas for the presence of contraband, unauthorized persons, or any other breach of security.
- Take persons into custody for violations of the law, arrest warrants, contempt of court, etc.
- Write reports documenting information gathered and actions taken as a result of incidents such as observed or reported crimes, arrests, use of force, and disturbances.
- Provide crowd control during cases with the propensity to escalate into volatile situations.
- Assist other law enforcement agencies within the Sparks Justice Court Township.
- Respond to and provide proper medical attention to medical emergencies.
- Transport inmates from holding areas to the courtroom and maintain custody during scheduled hearings.
- Respond to requests and inquiries from the public, other agencies, and court personnel regarding policies and procedures.
- Direct defendants, witnesses, victims, attorneys, and visitors to the appropriate courtrooms and explain proper court etiquette.
- Interpret and apply policies, procedures, laws, codes, and regulations pertaining to court programs and functions including statutes and ordinances.
- Knowledge of legal procedures, documents, and terminology related to court cases.
- Operate and monitor equipment to ensure proper movement of in-custody defendants.
- Work under limited supervision with many deadlines and responsibilities.
- Any other duties assigned.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

To perform said job successfully, individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

#### **KNOWLEDGE**

- Policies, procedures, rules, and directives of the Sparks Justice Court.
- Specialized functions, procedures, and protocol of the Bailiff Division.
- Federal, State, local laws, ordinances, policies, and procedures pertaining to the duties of court bailiffs.

#### **SKILL**

- The use of defensive tactics, arrest procedures, handcuffing techniques, firearms, other weapons, and physical restraints used by the Bailiff Division.

#### **ABILITY**

- Interpret and apply laws, regulations, policies, and procedures.
- Quickly assess situations, make logical decisions, and implement an effective course of action.
- Communicate effectively orally and in writing.
- Accurately observe and recall information.

- Exercise emotional control.
- Understand and execute oral and written instruction.
- Read and comprehend laws, regulations, policies, and procedures.

### **SPECIAL REQUIREMENTS**

*Essential duties require the following physical abilities and work environment:*

May be required to place persons under arrest or physically restrain individuals. May be exposed to hazardous body fluids.

### **UNIFORMS AND EQUIPMENT**

The court will provide uniforms (shirts, pants, duty belt, vest), 800 MHz radio, Taser, and duty weapon ammunition. Employee will be required to provide, carry and maintain the following duty weapons/equipment: pre-approved firearm, collapsible baton (21” or 31”), handcuffs, and flashlight (max. 13”).

### **SUPPLEMENTAL INFORMATION**

Must pass a full background investigation, physical and psychological examination in accordance with NAC 289. Court proceedings past 5:00PM may require overtime; additionally, this position receives after hours security calls. Must be able to attend training after hours and on weekends. Employees are at-will, serving at the pleasure of Sparks Justice Court.

### **HOW TO APPLY**

**Filing Deadline: Open Until Filled**

**Completed application packet to include:**

- **Sparks Justice Court Application: Click [Here](#)**
- **Resume**
- **Copy of POST certificate**
- **Two (2) professional references**

**Submit completed application packets in-person or mail to:**

**Sparks Justice Court  
ATTN: Cynda Horning  
1675 E. Prater Way, Ste. 107  
Sparks, NV 89434**

*Hand deliveries are to be taken inside to Window #9 during public hours or placed in the outside payment drop (NE corner of building) after hours.*

*This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.*